

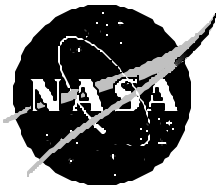
# **USER'S GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) WEB FRONT END**

Release 5.0

NEMS-UG-13

PrISMS Contract

February 2002



National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Huntsville, AL 35812

**USER'S GUIDE FOR NEMS WEB FRONT END  
RELEASE 5.0**

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, ALABAMA**

**February 2002**

**USER'S GUIDE FOR NEMS WEB FRONT END  
RELEASE 5.0**

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
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**February 2002**

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## **1. GENERAL FRAMEWORK**

### **1.1 PURPOSE**

The purpose of the NASA Equipment Management System (NEMS) Web Front End is to allow a user to change Equipment Location (W29 transaction) or User Number (W31 transaction) via a web page. The data to support this web page is created and maintained in the NEMS database through mainframe NEMS processing.

This User's Guide is prepared for both the users and Automated Data Processing (ADP) personnel. Information described in the User's Guide will give a general picture of the system and allow easier access to the NEMS system for the users or ADP personnel.

### **1.2 ACCESSIBILITY**

Users should get the URL to access the NEMS Web Front End from their local center contact. This contact can be found on the Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) home page under the NEMS contact list:

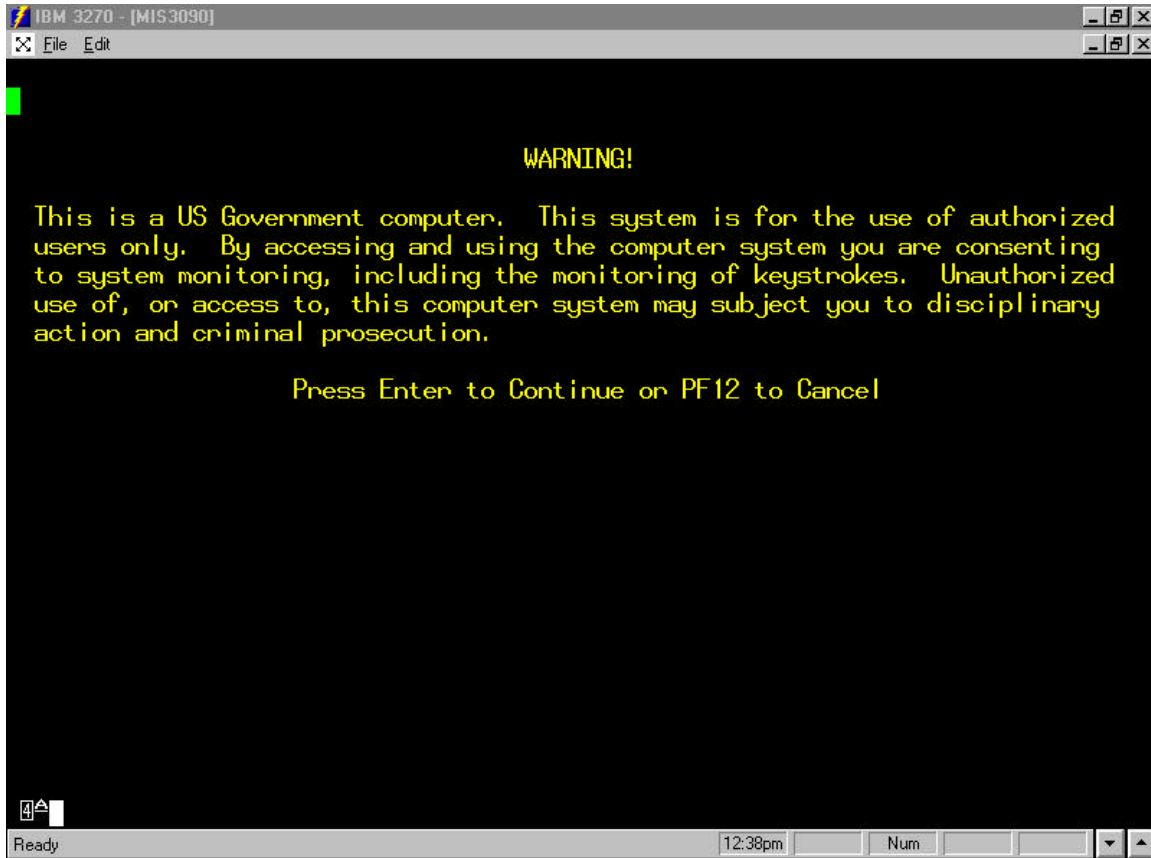
<http://www.msfc.nasa.gov:80/sesaas/nems/contactlist.html>

Each center will have a link that will allow valid users for that center to access their information.

## 2. NEMS MAINFRAME PROCESSING

### 2.1 WARNING SCREEN

Upon invoking the NEMS application, the Logon Warning screen appears (as shown below). This screen is displayed to warn unauthorized users of disciplinary action and criminal prosecution. The required action is to either press the **<ENTER>** key to continue or the **PF12** key to cancel.

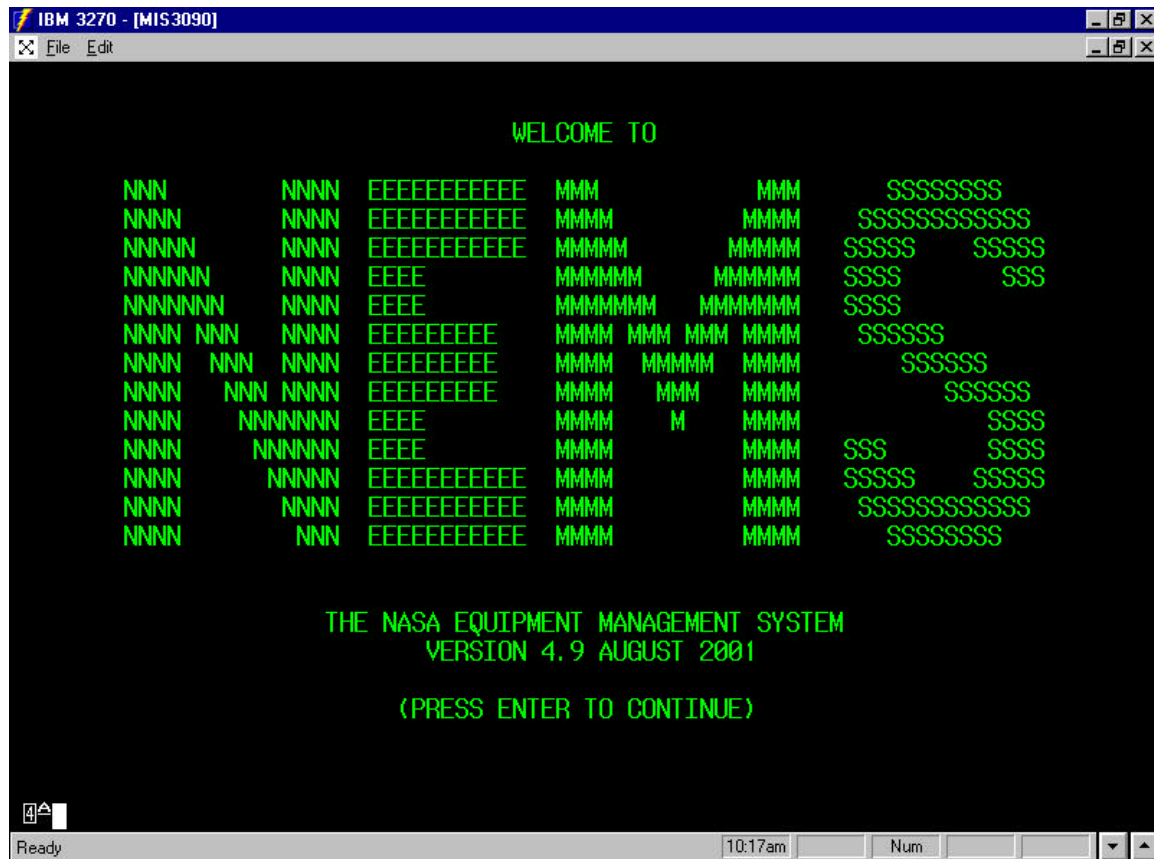


### INPUT DATA

- Press **<Enter>**.  
This results in the display of the NEMS Welcome screen.
- Press **PF12**.  
This results in the user being logged off of the system.

## 2.2 NEMS WELCOME SCREEN

After the display of the Warning Screen, the NEMS Welcome screen appears (as shown below). The required action is to press the **<Enter>** key.

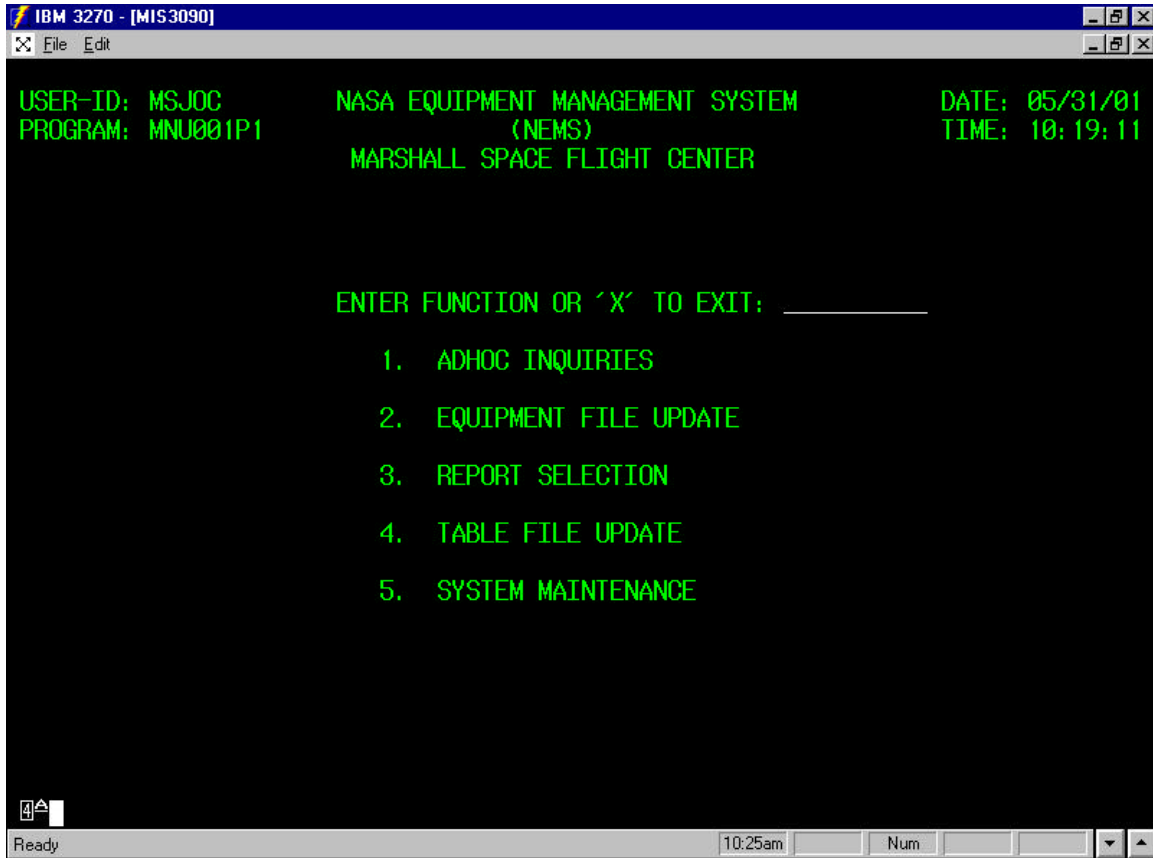


### INPUT DATA

- Press **<Enter>**.  
This results in the display of the NEMS Main Menu.

## 2.3 NEMS MAIN MENU

The NEMS Main Menu displays available functions and allows for the selection of system processing functions. The processing functions include Adhoc Inquiries, Equipment File Updates, Reports, Table File Updates, and System Maintenance. For the purposes of this User's Guide only the Adhoc Inquiries and Table File Update will be described.



### INPUT DATA

- Enter Function
- Press **<Enter>**.

Input Value = **1**, **4**, or **X**

### 2.3.1 NEMS Adhoc Inquiries Menu

Enter **1** for Function on the NEMS Main Menu to access the NEMS Adhoc Inquiries Menu.

This function provides adhoc retrieval of equipment or table data. For the purposes of this User's Guide only option **9** (Table File by Table Number) will be discussed. The NEMS Adhoc Inquiries Menu is displayed.



#### INPUT DATA

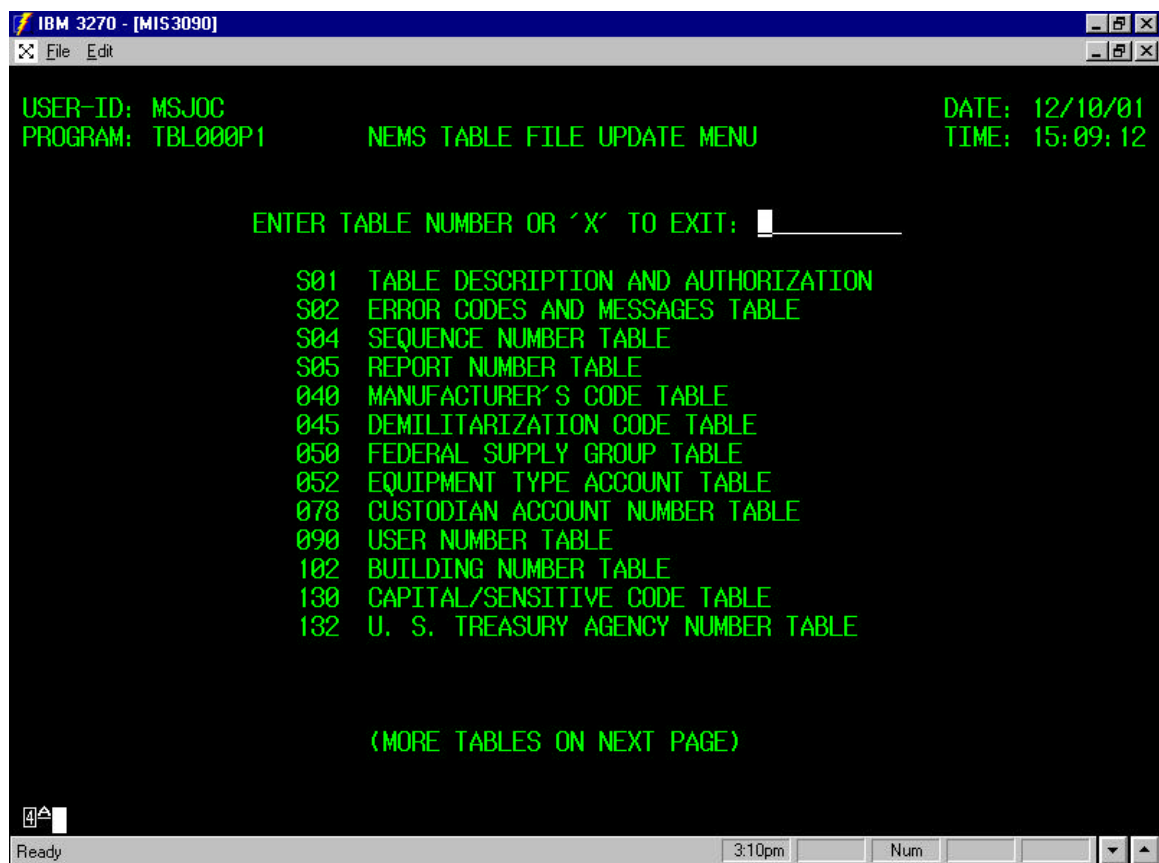
- Enter Selection input value = **9** or **X**
- Press **<Enter>**.

This results in the display of the requested NEMS Table File Adhoc Menu screen.

### 2.3.1.1 NEMS Table File Adhoc Menu

Enter **9** for Function on the NEMS Adhoc Inquiries Menu to access the NEMS Table File Adhoc Menu.

The NEMS Table File Adhoc Menu screen allows the user to display information for various tables. For the purposes of this User's Guide only table **090** (User Number Table) will be discussed. The NEMS Table File Adhoc Menu screen is displayed.



## INPUT DATA

- Enter Table Number                      input value = **090** or **X**
  - Press <**Enter**>.
- This results in the display of the User Number Table.

#### 2.3.1.1.1 NEMS Web User ID Table

Enter **090** for Table Number on the NEMS Table File Menu to access the User Number Table.

This screen allows the user to select the User Number by Sub-Installation and User Number (Option 1) or Sub-Installation and User Name (Option 2).

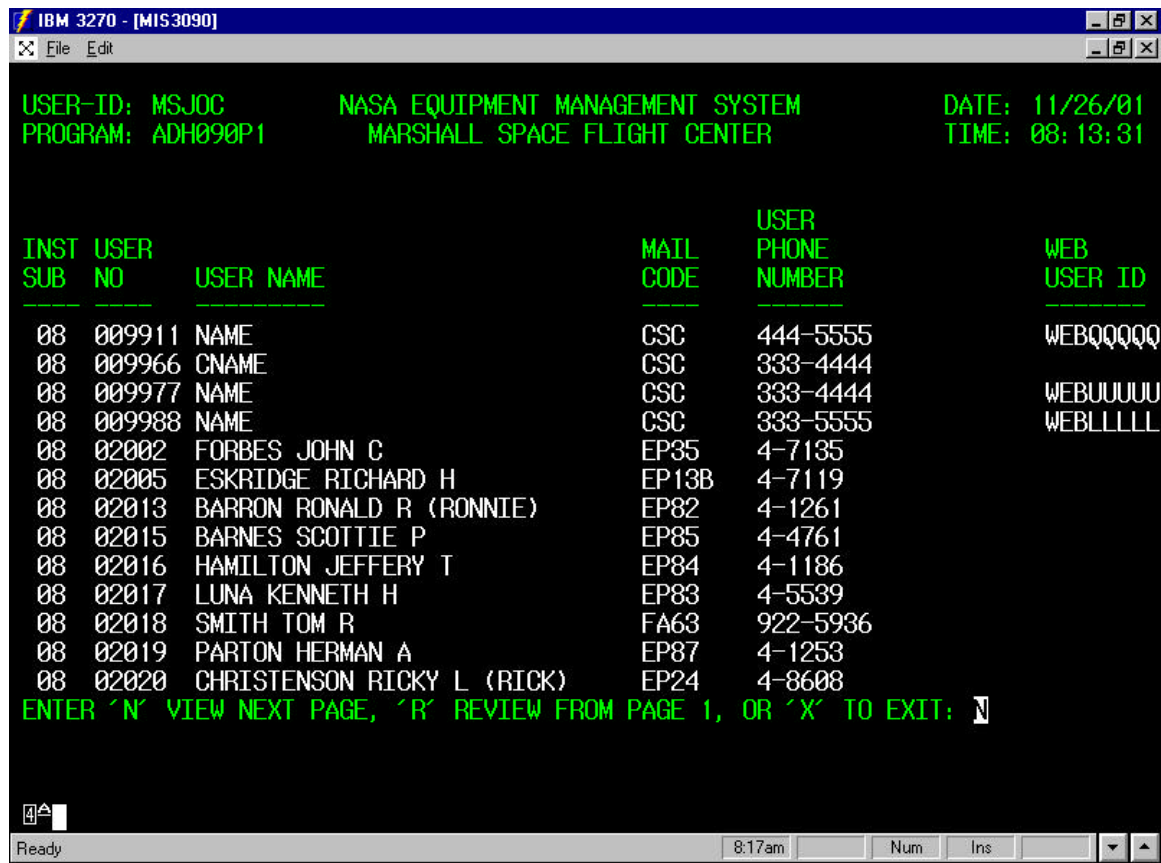
[illegible]

## INPUT DATA

- Enter Selection                      input value = **1**, **2**, or **X**
- Press <**Enter**>.

This results in the display of the User Number Table.

The User Number Table will display a list of User Numbers. The NEMS User Number Table displays the Sub-Installation, User Number, User Name, Mail Code, User Phone Number, and Web User ID.



INST SUB	USER NO	USER NAME	MAIL CODE	USER PHONE NUMBER	WEB USER ID
08	009911	NAME	CSC	444-5555	WEBQQQQQ
08	009966	CNAME	CSC	333-4444	
08	009977	NAME	CSC	333-4444	WEBUUUUU
08	009988	NAME	CSC	333-5555	WEBLLLLL
08	02002	FORBES JOHN C	EP35	4-7135	
08	02005	ESKRIDGE RICHARD H	EP13B	4-7119	
08	02013	BARRON RONALD R (RONNIE)	EP82	4-1261	
08	02015	BARNES SCOTTIE P	EP85	4-4761	
08	02016	HAMILTON JEFFERY T	EP84	4-1186	
08	02017	LUNA KENNETH H	EP83	4-5539	
08	02018	SMITH TOM R	FA63	922-5936	
08	02019	PARTON HERMAN A	EP87	4-1253	
08	02020	CHRISTENSON RICKY L (RICK)	EP24	4-8608	

ENTER 'N' VIEW NEXT PAGE, 'R' REVIEW FROM PAGE 1, OR 'X' TO EXIT: N

## INPUT DATA

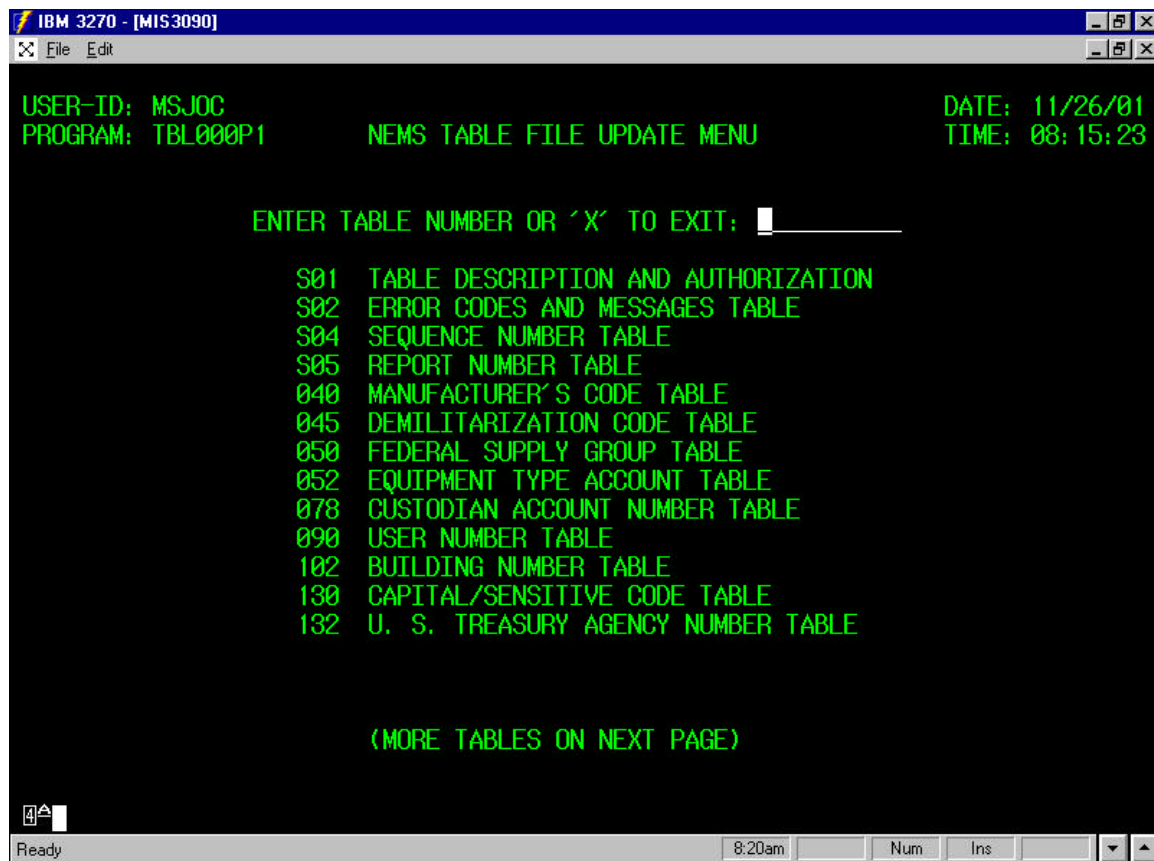
- Selection Input values = **N**, **R**, or **X**
- Press **<Enter>** to view more User Numbers.



### 2.3.2 NEMS Table File Update Menu

Enter **4** for Function on the NEMS Main Menu to access the NEMS Table File Update Menu.

This function provides Maintenance for the NEMS System. For the purposes of this User's Guide only table 090 (User Number Table) will be discussed. The NEMS Table File Update Menu is displayed.



## INPUT DATA

- Enter Table Number                      input value = **090** or **X**
- Press **<Enter>**.

This results in the display of the NEMS User Number Table.

### 2.3.2.1 User Number Table

Enter **090** on the NEMS Table File Update Menu to access the User Number Table.

The User Number Table allows the user to add, change, or delete User Numbers. The User Number screen is displayed.

IBM 3270 - [MIS3090]

File Edit

USER-ID: MSJOC                      NEMS - 090 - USER NUMBER TABLE                      DATE: 11/26/01  
PROGRAM: TBL090P1                      TIME: 08:17:33

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT):

USER NUMBER:

USER INSTALLATION SUB-ACCOUNT: 08

Ready                      8:24am                      Num                      Ins                     

#### INPUT DATA

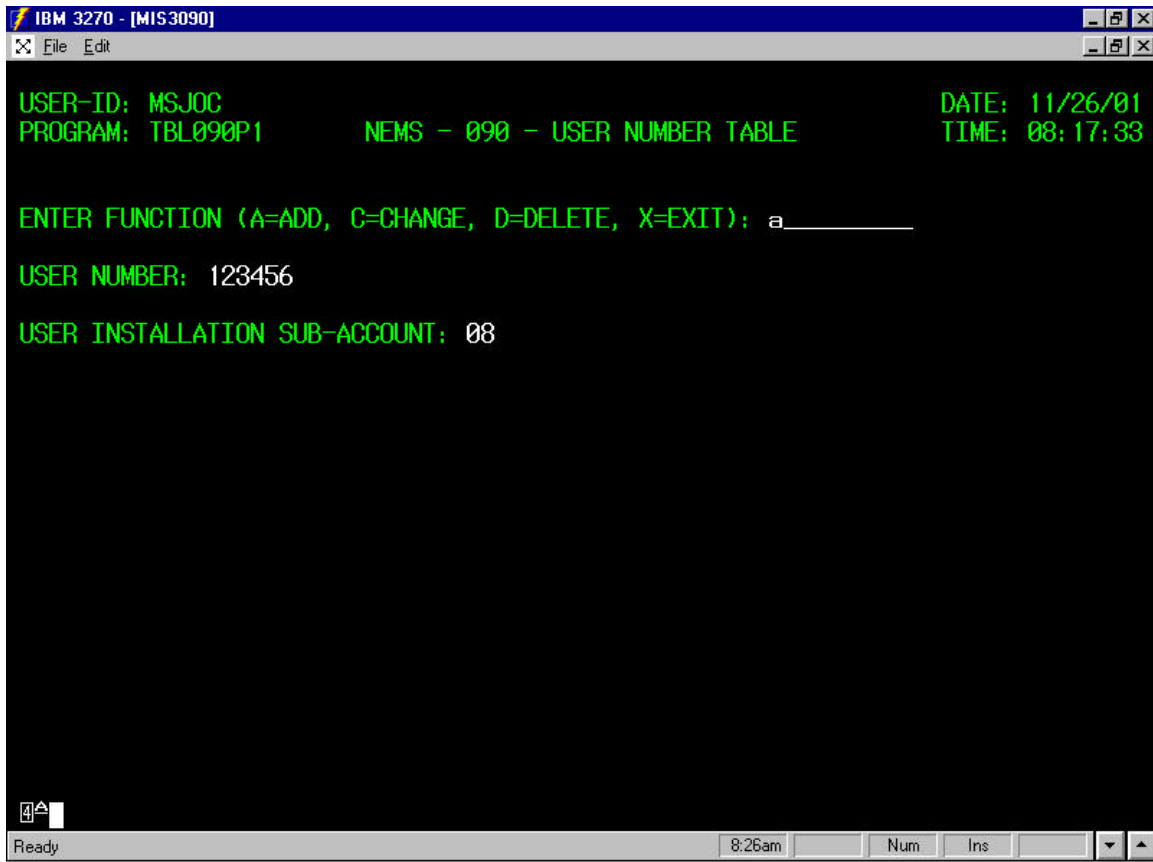
- Enter Function
- Enter User Number
- Press **<Enter>**.

input values = **A, C, D**, or **X**  
input value = valid User Number

### 2.3.2.1.1 Add User Number Table

Enter 'A' for the Enter Function and a new User Number on the User Number table screen to access the User Number Table.

This function allows the user to create a new User Number. The new User Number Table is displayed.



#### INPUT DATA

- Enter Function input value = **A**
- Enter User Number required, must be unique
- Press **<Enter>**.  
This results in the display of additional fields to be filled in with information required to create a User Number.

IBM 3270 - [MIS3090]

USER-ID: MSJOC                      DATE: 11/26/01  
PROGRAM: TBL090P1              NEMS - 090 - USER NUMBER TABLE      TIME: 08:23:41

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): A

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: \_\_\_\_\_  
USER MAIL CODE: \_\_\_\_\_  
USER PHONE NUMBER: \_\_\_\_\_  
WEB USER ID: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
WEB USER PASSWORD: \_\_\_\_\_

ENTER 'C' TO CANCEL: \_

\*PLEASE NOTE: WEB USER PASSWORD WILL NOT DISPLAY ON SCREEN,  
PLEASE USE CAUTION & BE SURE IT IS ENTERED CORRECTLY!

ENTER FIELD(S) TO BE ADDED

Ready      8:27am      Num      Ins      ▾      ▴

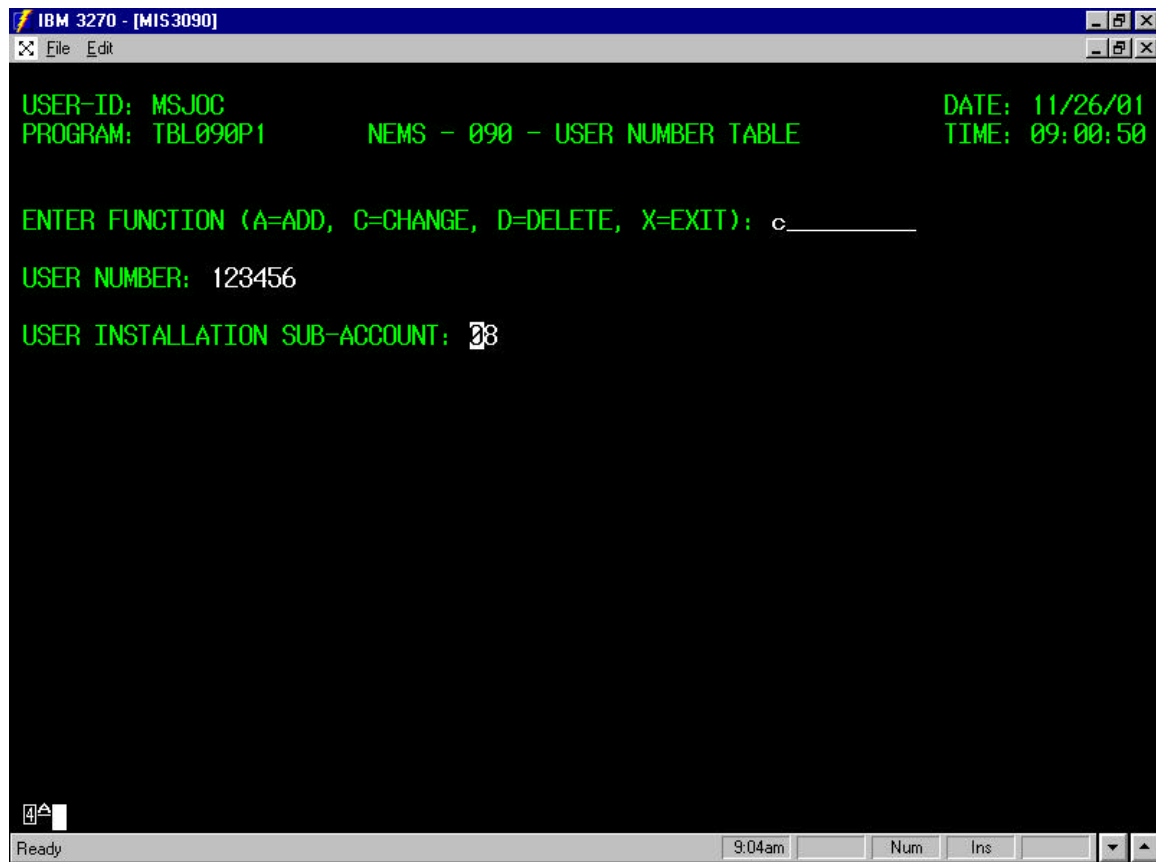
## INPUT DATA

- User Name required
- User Mail Code required
- User Phone Number required
- Web User ID optional
- Email Address optional, required if Web User ID is entered
- Web User Password optional, required if Web User ID is entered
- Press **<Enter>**.  
This results in the display of the message 'Previous Record Successfully Added' and returns to the User Number Table screen.
- To cancel the add request.
  - Enter 'C' in the Enter 'C' to Cancel.
  - Press **<Enter>**.  
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

### 2.3.2.1.2 Change User Number Table

Enter a '**C**' for the Enter Function and an existing User Number on the User Number table screen to access the User Number Table.

This function allows the user to change information for an existing User Number. The User Number Table is displayed.



#### INPUT DATA

- Enter Function input value = **C**
- User Number required
- Press **<Enter>**.  
This results in the display of additional fields with the current information for a User Number. This information can be modified.

```

IBM 3270 - [MIS3090]
File Edit

USER-ID: MSJOC
PROGRAM: TBL090P1          NEMS - 090 - USER NUMBER TABLE
DATE: 11/26/01
TIME: 09:01:31

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): C

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: LAST, FIRST_____
USER MAIL CODE: CSC_____
USER PHONE NUMBER: 555 555-5555_____
WEB USER ID: NEWUSER_
EMAIL ADDRESS: NEW.USER@CENTER.NASA.GOV_____
WEB USER PASSWORD:

                                ENTER 'C' TO CANCEL: _
    *PLEASE NOTE: WEB USER PASSWORD WILL NOT DISPLAY ON SCREEN,
    PLEASE USE CAUTION & BE SURE IT IS ENTERED CORRECTLY!

ENTER FIELD(S) TO BE CHANGED

Ready 9:05am Num Ins

```

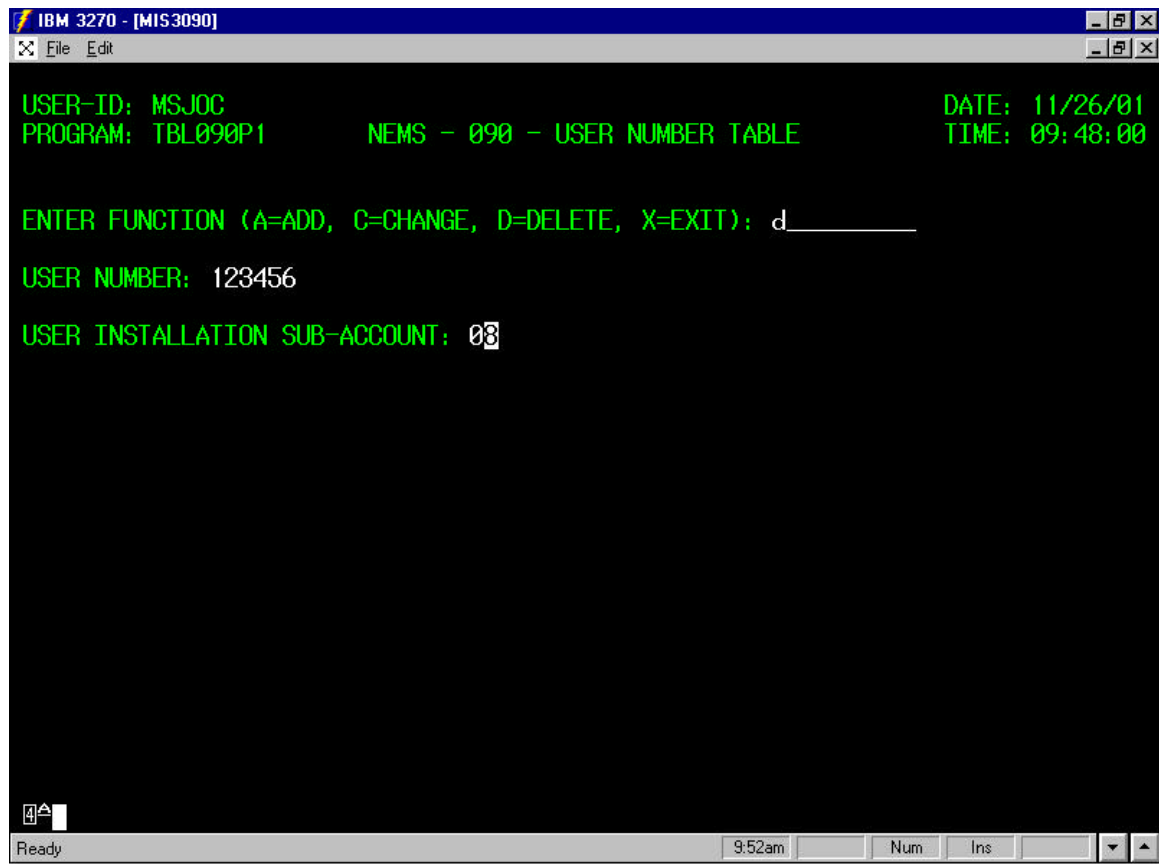
## INPUT DATA

- User Name
- User Mail Code
- User Phone Number
- Web User ID
- Email Address
- Web User Password
- Press **<Enter>**.  
This results in the display of the message 'Previous Record Successfully Updated' and returns to the User Number Table screen.
- To cancel the change request.
  - Enter '**C**' in the Enter 'C' to Cancel.
  - Press **<Enter>**.  
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

### 2.3.2.1.3 Delete User Number Table

Enter a '**D**' for the Enter Function and an existing User Number on the User Number table screen to access the User Number Table.

This function allows the user to delete an existing User Number. The User Number Table is displayed.



#### INPUT DATA

- Enter Function input value = **D**
- User ID required
- Press **<Enter>**.

This results in the display of additional information for a User Number. This information is displayed to verify that this is the correct User Number to be deleted.

IBM 3270 - [MIS3090]

File Edit

USER-ID: MSJOC  
PROGRAM: TBL090P1      NEMS - 090 - USER NUMBER TABLE      DATE: 11/26/01  
TIME: 09:48:55

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): D

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: LAST, FIRST \_\_\_\_\_  
USER MAIL CODE: CSC \_\_\_\_\_  
USER PHONE NUMBER: 555 555-5555 \_\_\_\_\_  
WEB USER ID: NEWUSER\_ \_\_\_\_\_  
EMAIL ADDRESS: NEW.USER@CENTER.NASA.GOV \_\_\_\_\_  
WEB USER PASSWORD: \_\_\_\_\_

ENTER 'C' TO CANCEL: \_

\*PLEASE NOTE: WEB USER PASSWORD WILL NOT DISPLAY ON SCREEN,  
PLEASE USE CAUTION & BE SURE IT IS ENTERED CORRECTLY!

PRESS ENTER KEY TO DELETE THIS RECORD

Ready 9:52am Num Ins

## INPUT DATA

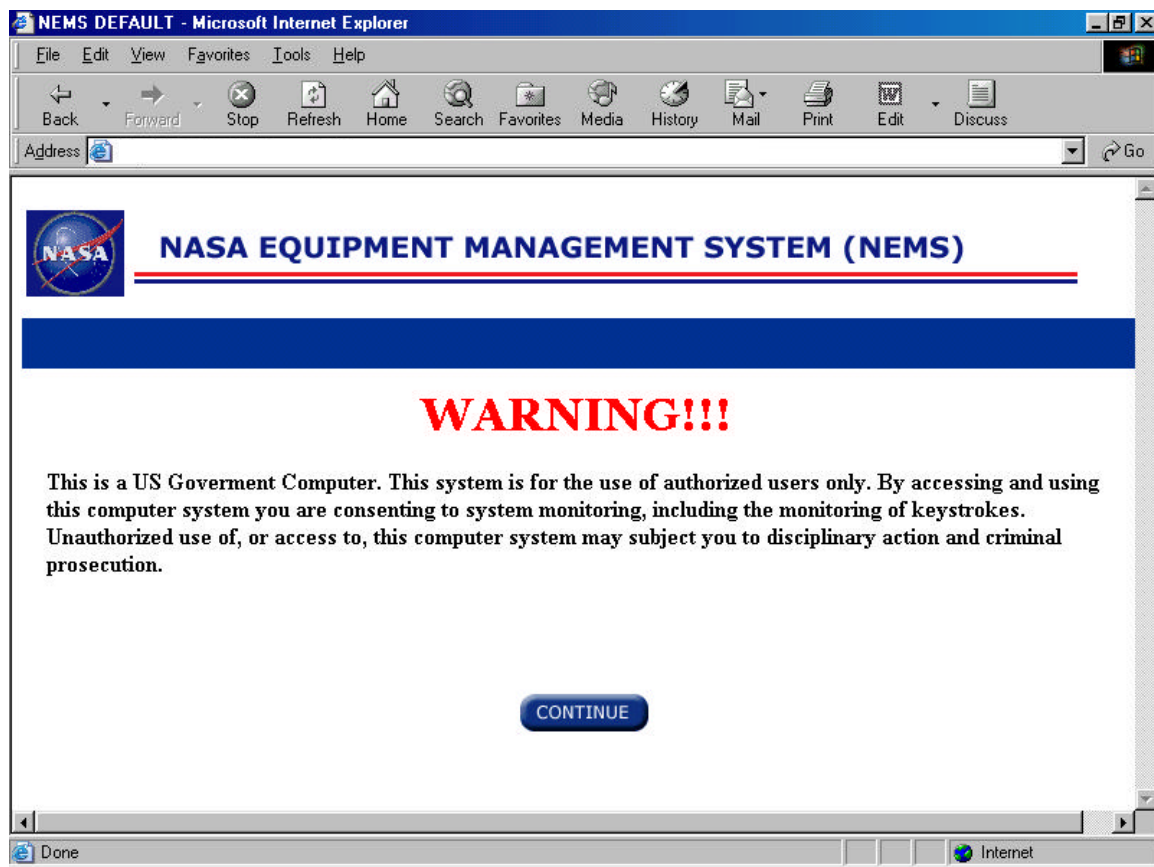
- To process the delete request.
  - Press **<Enter>**.  
This results in the display of the message 'Previous Record Successfully Deleted' and returns to the User Number Table screen.
- To cancel the delete request.
  - Enter 'C' in the Enter 'C' to Cancel.
  - Press **<Enter>**.  
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.



### 3. NEMS WEB PROCESSING

#### 3.1 WARNING SCREEN

Upon invoking the NEMS Web application, the Logon Warning screen appears (as shown below). This screen is displayed to warn unauthorized users of disciplinary action and criminal prosecution. The required action is to either click on the Continue button or the exit the browser.



#### INPUT DATA

- Click the **CONTINUE** Button  
This results in the display of the NEMS Web Logon screen.
- Exit browser to **CANCEL**

### 3.2 NEMS WEB LOGON SCREEN


The NEMS Web Logon screen prompts the user for entry of their User ID and Password. The NEMS Web Logon screen also give the user the opportunity to change their password. The NEMS Web Logon screen is displayed.

NEMS LOGON PAGE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address  Go

 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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Please enter the following to login:

User ID:

Password:

New Password:

Verify:

**SUBMIT**

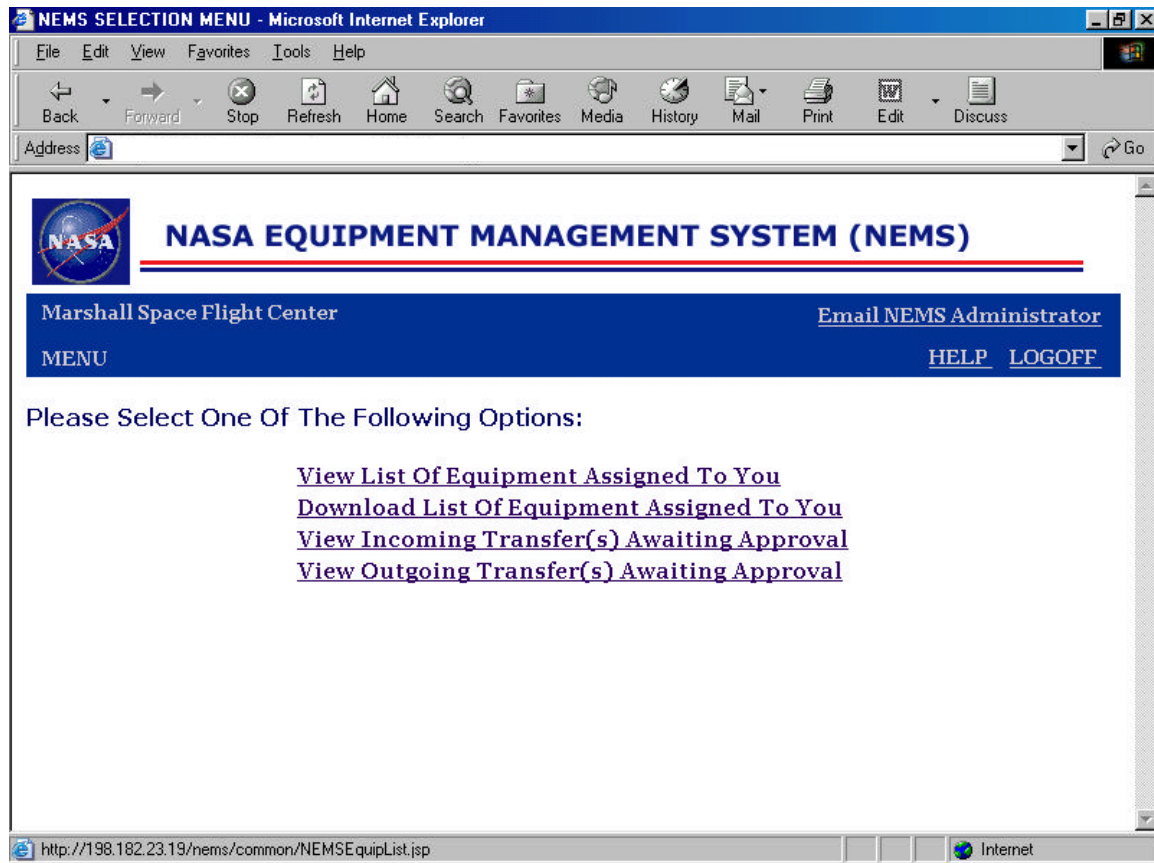
Done Internet

#### INPUT DATA

- User ID required, must be valid User ID
- Password required, must be valid password
- New Password optional
- Verify optional, must match New Password if entered
- Click **SUBMIT** button. Upon verification of the User ID and Password, the NEMS Web Menu will be displayed. If the New Password and Verify are entered, upon verification of the User ID and Password, the User's password will be updated also.

### 3.3 NEMS WEB MENU

The NEMS Web Menu displays the selection of system processing functions. The processing functions include Listing Equipment for a User, Downloading the List of User's Equipment, Viewing Incoming Transfer(s) Awaiting Approval, and Viewing Outgoing Transfer(s) Awaiting Approval.



### INPUT DATA

- Click on one of the following options:
  - View List of Equipment Assigned To You
  - Download List of Equipment Assigned To You
  - View Incoming Transfer(s) Awaiting Approval
  - View Outgoing Transfer(s) Awaiting Approval

### 3.3.1 View List Of Equipment Assigned To You

Select View List of Equipment on the NEMS Web Menu to display the list of equipment for the user.

The ECN, Item Name, Model Number, Building Number, Room, and Serial Number for each piece of equipment assigned to the user will be displayed. To see more detail about any piece of equipment or change the user or location for the piece of equipment, click on any field for that piece of equipment.

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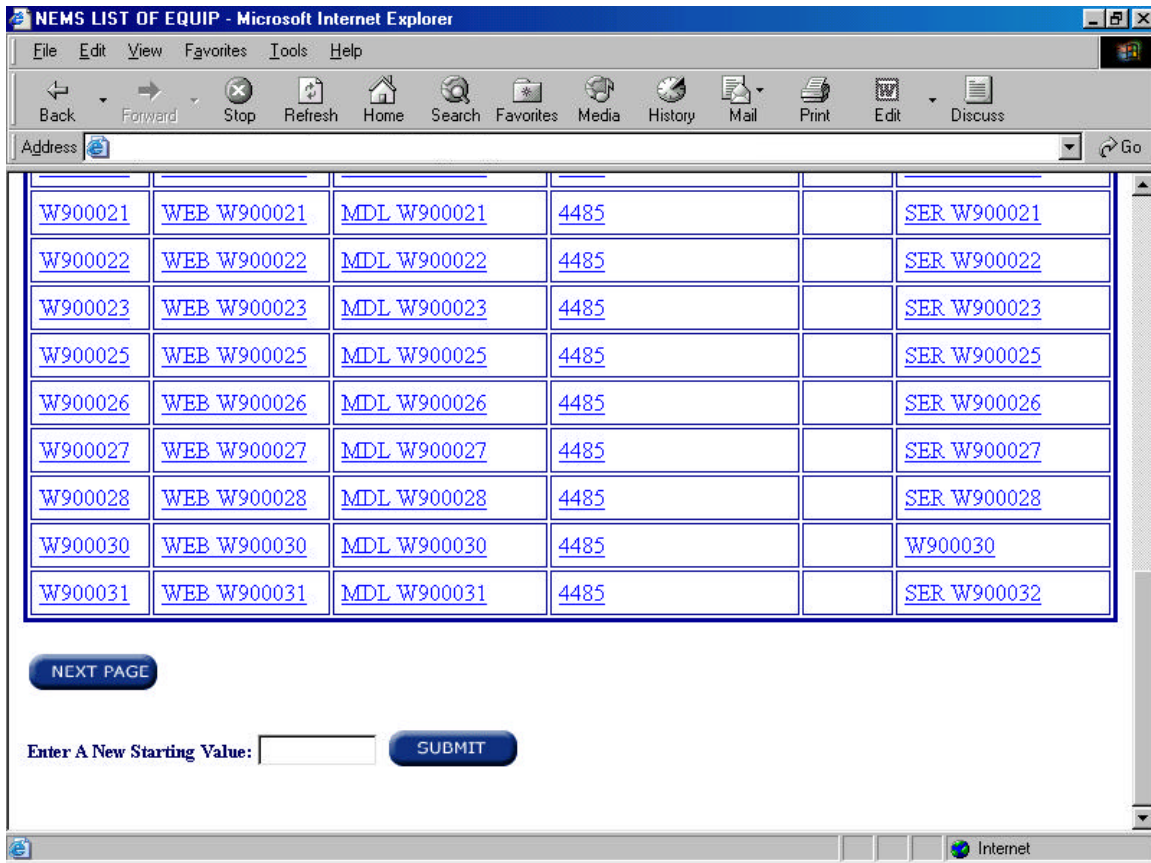
LIST OF EQUIPMENT FOR aaaaa [MENU](#) [HELP](#) [LOGOFF](#)

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER
<a href="#">A900001</a>	<a href="#">WEB A900001</a>	<a href="#">MDL A900001</a>	<a href="#">4485</a>		<a href="#">SER A900001</a>
<a href="#">B900001</a>	<a href="#">WEB B900001</a>	<a href="#">MDL B900001</a>	<a href="#">4485</a>		<a href="#">SER B900001</a>
<a href="#">C900001</a>	<a href="#">WEB C900001</a>	<a href="#">MDL C900001</a>	<a href="#">4485</a>		<a href="#">SER C900001</a>
<a href="#">N900001</a>	<a href="#">WEB N900001</a>	<a href="#">MDL N900001</a>	<a href="#">4487</a>	<a href="#">115</a>	<a href="#">SER N900001</a>
<a href="#">W900002</a>	<a href="#">WEB W900002</a>	<a href="#">MDL W900002</a>	<a href="#">A-NOC</a>	<a href="#">115</a>	<a href="#">SER W900002</a>
<a href="#">W900003</a>	<a href="#">WEB W900003</a>	<a href="#">MDL W900003</a>	<a href="#">4485</a>		<a href="#">SER W900003</a>
<a href="#">W900007</a>	<a href="#">WEB W900007</a>	<a href="#">MDL W900007</a>	<a href="#">4485</a>		<a href="#">SER W900007</a>
<a href="#">W900008</a>	<a href="#">WEB W900008</a>	<a href="#">MDL W900008</a>	<a href="#">4485</a>		<a href="#">SER W900008</a>

http://198.182.23.19/nems/common/NEMSEquipmentDetail.jsp?ecn=A900001

### 3.3.1.1 View List of Equipment Assigned to You – Next Page

Scroll to the bottom of the page. If a user has more than 25 pieces of equipment then the NEXT PAGE button will be displayed at the end of the equipment list. The user can display the next page of equipment until all equipment for the user has been displayed by clicking on the NEXT PAGE button.

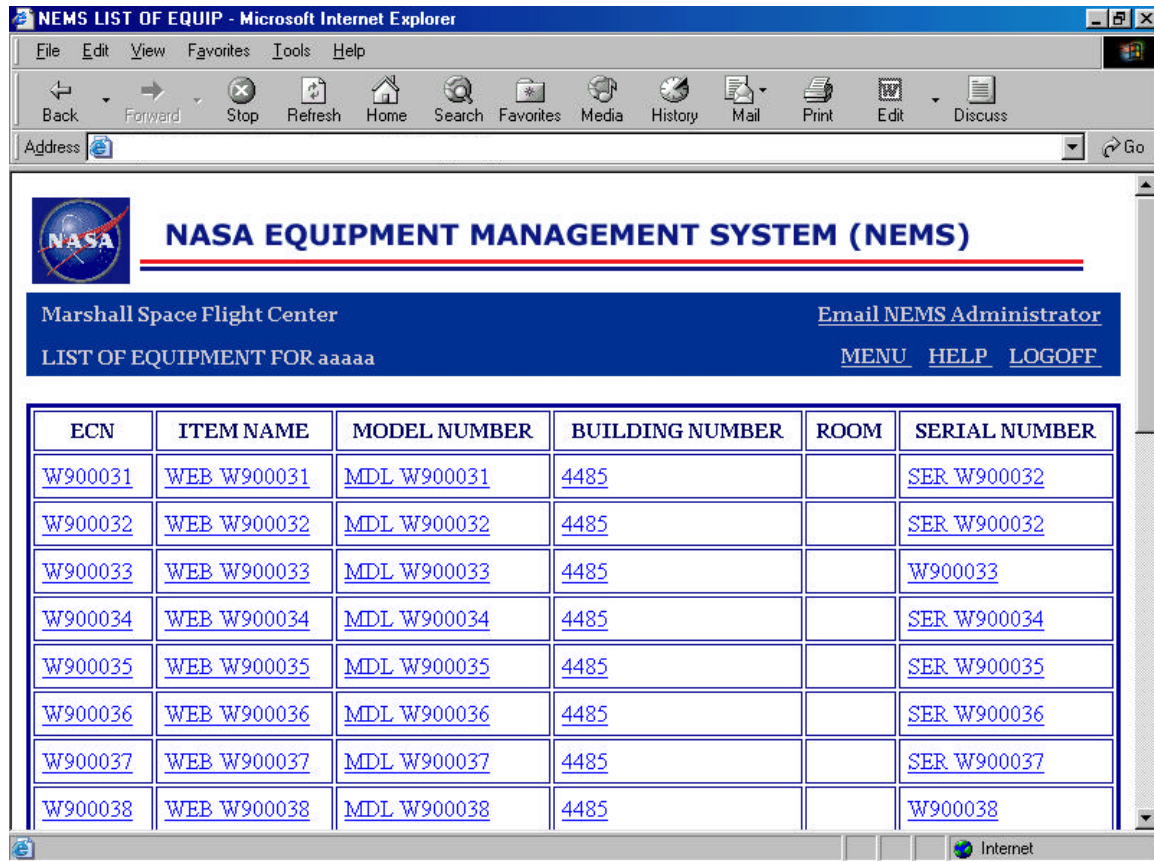


### INPUT DATA

- Click **NEXT PAGE** button. The list of equipment displays the next page of equipment for the User.

The next page of equipment will be displayed starting with the last ECN from the previous list.

When all the equipment has been displayed, the NEXT PAGE button will disappear.



**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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LIST OF EQUIPMENT FOR aaaaa [MENU](#) [HELP](#) [LOGOFF](#)

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER
<a href="#">W900031</a>	<a href="#">WEB W900031</a>	<a href="#">MDL W900031</a>	<a href="#">4485</a>		<a href="#">SER W900032</a>
<a href="#">W900032</a>	<a href="#">WEB W900032</a>	<a href="#">MDL W900032</a>	<a href="#">4485</a>		<a href="#">SER W900032</a>
<a href="#">W900033</a>	<a href="#">WEB W900033</a>	<a href="#">MDL W900033</a>	<a href="#">4485</a>		<a href="#">W900033</a>
<a href="#">W900034</a>	<a href="#">WEB W900034</a>	<a href="#">MDL W900034</a>	<a href="#">4485</a>		<a href="#">SER W900034</a>
<a href="#">W900035</a>	<a href="#">WEB W900035</a>	<a href="#">MDL W900035</a>	<a href="#">4485</a>		<a href="#">SER W900035</a>
<a href="#">W900036</a>	<a href="#">WEB W900036</a>	<a href="#">MDL W900036</a>	<a href="#">4485</a>		<a href="#">SER W900036</a>
<a href="#">W900037</a>	<a href="#">WEB W900037</a>	<a href="#">MDL W900037</a>	<a href="#">4485</a>		<a href="#">SER W900037</a>
<a href="#">W900038</a>	<a href="#">WEB W900038</a>	<a href="#">MDL W900038</a>	<a href="#">4485</a>		<a href="#">W900038</a>



### 3.3.1.2 View List of Equipment Assigned to You – New Starting Value

If the user wants to start the list at a certain point they can enter an ECN or partial ECN to reposition the equipment list to the desired value. The ECN or partial ECN can be entered at the bottom of the page at Enter A New Starting Value.

The screenshot shows a web browser window titled "NEMS LIST OF EQUIP - Microsoft Internet Explorer". The browser's address bar is empty. The main content area contains a table with 10 rows of equipment data. Each row has six columns: ECN, WEB, MDL, a value (4485), an empty column, and SER. Below the table is a "NEXT PAGE" button. At the bottom, there is a label "Enter A New Starting Value:" followed by a text input field containing "W9001" and a "SUBMIT" button.

<a href="#">W900047</a>	<a href="#">WEB W900047</a>	<a href="#">MDL W900047</a>	<a href="#">4485</a>		<a href="#">SER W900047</a>
<a href="#">W900048</a>	<a href="#">WEB W900048</a>	<a href="#">MDL W900048</a>	<a href="#">4485</a>		<a href="#">SER W900048</a>
<a href="#">W900049</a>	<a href="#">WEB W900049</a>	<a href="#">MDL W900049</a>	<a href="#">4485</a>		<a href="#">SER W900049</a>
<a href="#">W900050</a>	<a href="#">WEB W900050</a>	<a href="#">MDL W900050</a>	<a href="#">4485</a>		<a href="#">SER W900050</a>
<a href="#">W900051</a>	<a href="#">WEB W900051</a>	<a href="#">MDL W900051</a>	<a href="#">4485</a>		<a href="#">SER W900051</a>
<a href="#">W900052</a>	<a href="#">WEB W900052</a>	<a href="#">MDL W900052</a>	<a href="#">4485</a>		<a href="#">SER W900052</a>
<a href="#">W900053</a>	<a href="#">WEB W900053</a>	<a href="#">MDL W900053</a>	<a href="#">4485</a>		<a href="#">SER W900053</a>
<a href="#">W900054</a>	<a href="#">WEB W900054</a>	<a href="#">MDL W900054</a>	<a href="#">4485</a>		<a href="#">SER W900054</a>
<a href="#">W900055</a>	<a href="#">WEB W900055</a>	<a href="#">MDL W900055</a>	<a href="#">4485</a>		<a href="#">SER W900055</a>

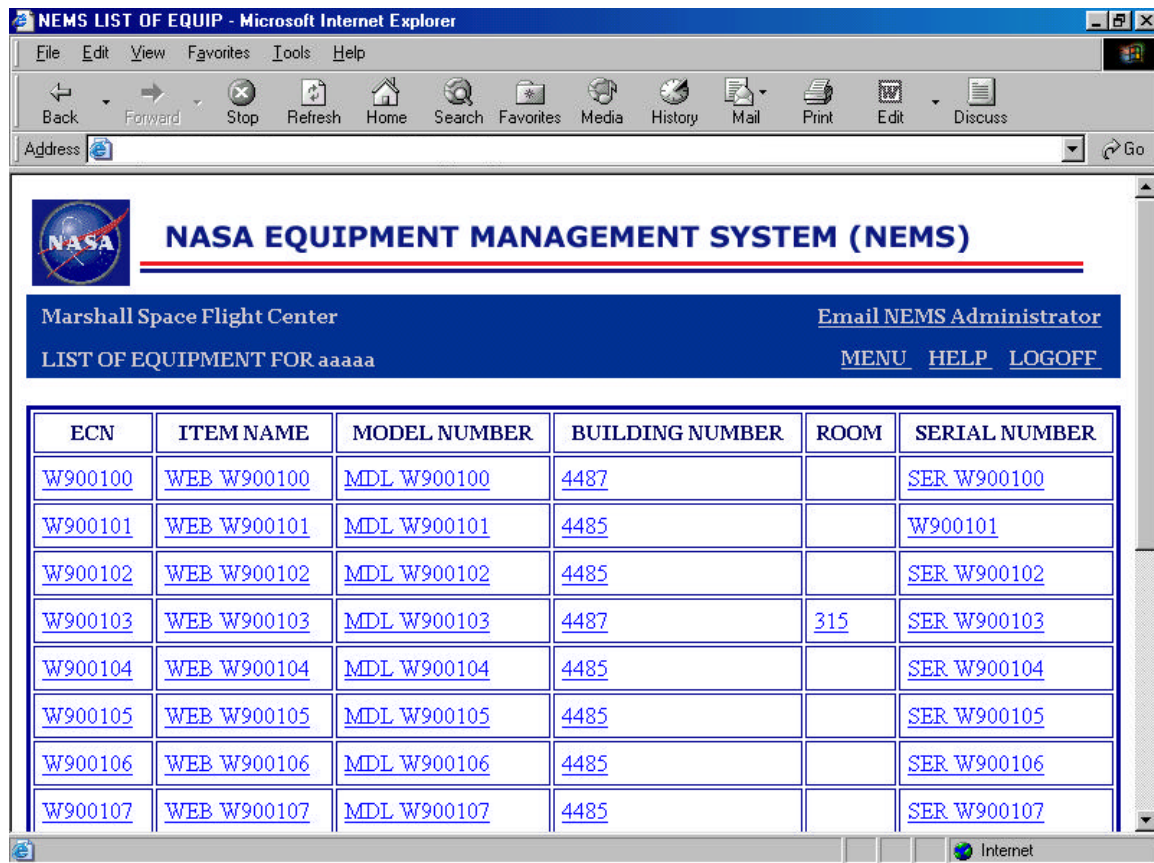
[NEXT PAGE](#)

Enter A New Starting Value:  [SUBMIT](#)

### INPUT DATA

- Enter a New Starting Value (partial or complete ECN) and Click **SUBMIT** button.

The list of equipment will be displayed starting with the ECN entered or the next ECN when the ECN entered is not available.



**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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LIST OF EQUIPMENT FOR aaaaa [MENU](#) [HELP](#) [LOGOFF](#)

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER
<a href="#">W900100</a>	<a href="#">WEB W900100</a>	<a href="#">MDL W900100</a>	<a href="#">4487</a>		<a href="#">SER W900100</a>
<a href="#">W900101</a>	<a href="#">WEB W900101</a>	<a href="#">MDL W900101</a>	<a href="#">4485</a>		<a href="#">W900101</a>
<a href="#">W900102</a>	<a href="#">WEB W900102</a>	<a href="#">MDL W900102</a>	<a href="#">4485</a>		<a href="#">SER W900102</a>
<a href="#">W900103</a>	<a href="#">WEB W900103</a>	<a href="#">MDL W900103</a>	<a href="#">4487</a>	<a href="#">315</a>	<a href="#">SER W900103</a>
<a href="#">W900104</a>	<a href="#">WEB W900104</a>	<a href="#">MDL W900104</a>	<a href="#">4485</a>		<a href="#">SER W900104</a>
<a href="#">W900105</a>	<a href="#">WEB W900105</a>	<a href="#">MDL W900105</a>	<a href="#">4485</a>		<a href="#">SER W900105</a>
<a href="#">W900106</a>	<a href="#">WEB W900106</a>	<a href="#">MDL W900106</a>	<a href="#">4485</a>		<a href="#">SER W900106</a>
<a href="#">W900107</a>	<a href="#">WEB W900107</a>	<a href="#">MDL W900107</a>	<a href="#">4485</a>		<a href="#">SER W900107</a>



### 3.3.1.3 View List of Equipment Assigned to You – Detail

The View List Of Equipment Assigned To You - Detail allows the user to see more detail for the selected ECN. The ECN, Item Name, Model Number, Serial Number, Building, Room, and Zip Code will be displayed. If the item is waiting to be transferred to another user, the new user's name will be displayed next to Transfer Pending To.

The user has the option to update the Building and Room (if updating the room, you must enter a building) information (W29 transaction) or transfer the equipment to another user (W31 transaction).


**NEMS ECN LIST - Microsoft Internet Explorer**

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 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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ECN DETAIL FOR AAAAA [MENU](#) [HELP](#) [LOGOFF](#)

ECN: W900100 Item Name: WEB W900100  
Model Number: MDL W900100 Serial Number: SER W900100  
Building: 4487 Room: Zip Code: 35812

Transfer Pending To: AAAAC, AAAAC

Please Enter:

New Building:  New Room:  -OR- New UserID:

(Enter Starting Value)  (Enter Starting Value)

Done Internet

### 3.3.1.3.1 Update Building and Room Number (W29)

The Building and Room Number (W29) transaction allows a user to update the Building and Room information for a piece of equipment.

**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Marshall Space Flight Center [Email NEMS Administrator](#)

ECN DETAIL FOR AAAAA [MENU](#) [HELP](#) [LOGOFF](#)

ECN: W900100 Item Name: WEB W900100  
Model Number: MDL W900100 Serial Number: SER W900100  
Building: 4487 Room: Zip Code: 35812

Transfer Pending To: AAAAC, AAAAC

Please Enter:

New Building:  New Room:  -OR- New UserID:

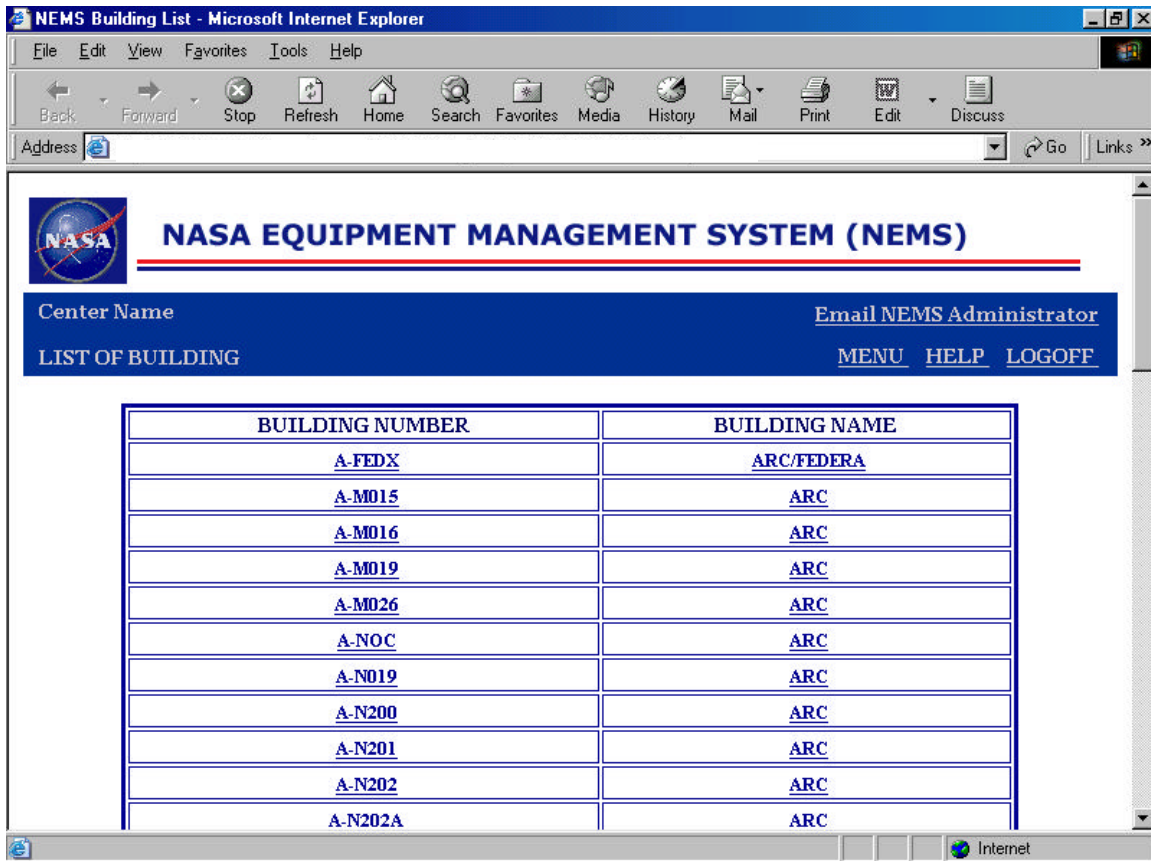
(Enter Starting Value)  (Enter Starting Value)

### INPUT DATA

- New Building Required for transaction W29, must be on NEMS table 102.
- New Room Optional for transaction W29 (must enter a building if entering a room)
- New User ID Must not be entered for transaction W29
- Click on the **List Bldgs** button, if the building number is not known. A list of buildings from NEMS table 102 will be displayed. If a value is entered in the New Building field the list will start from that value.

### 3.3.1.3.1.1 List Buildings

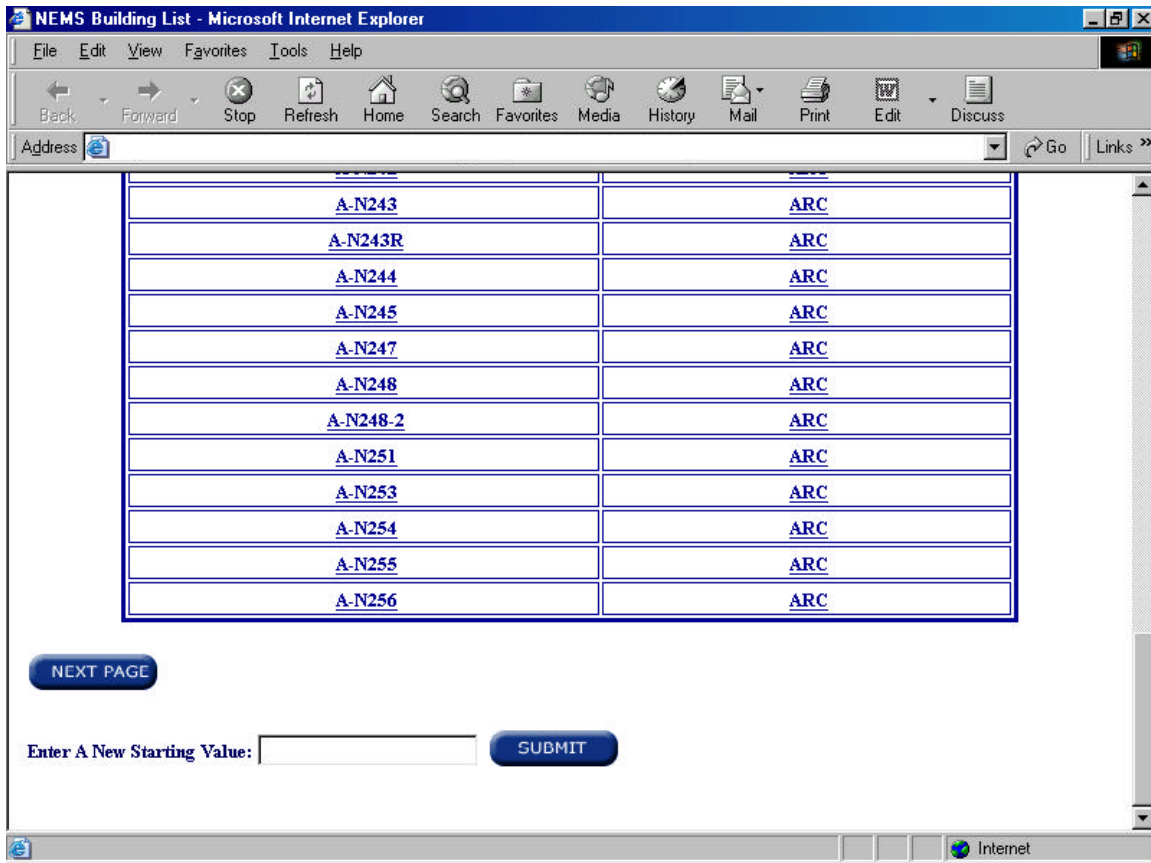
The List Buildings screen will display the buildings in NEMS table 102. Up to 50 buildings can be displayed at one time.



BUILDING NUMBER	BUILDING NAME
<a href="#">A-FEDX</a>	<a href="#">ARC/FEDERA</a>
<a href="#">A-M015</a>	<a href="#">ARC</a>
<a href="#">A-M016</a>	<a href="#">ARC</a>
<a href="#">A-M019</a>	<a href="#">ARC</a>
<a href="#">A-M026</a>	<a href="#">ARC</a>
<a href="#">A-NOC</a>	<a href="#">ARC</a>
<a href="#">A-N019</a>	<a href="#">ARC</a>
<a href="#">A-N200</a>	<a href="#">ARC</a>
<a href="#">A-N201</a>	<a href="#">ARC</a>
<a href="#">A-N202</a>	<a href="#">ARC</a>
<a href="#">A-N202A</a>	<a href="#">ARC</a>

#### 3.3.1.3.1.1.1 List Buildings – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more buildings remain to be displayed. The user will also have the opportunity to enter a building from which to start the list of buildings.




#### INPUT DATA

- If the user clicks on the **NEXT PAGE** button, the list of buildings will be redisplayed starting with the last building from the previous page.


**NEMS Building List - Microsoft Internet Explorer**

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 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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Center Name [Email NEMS Administrator](#)

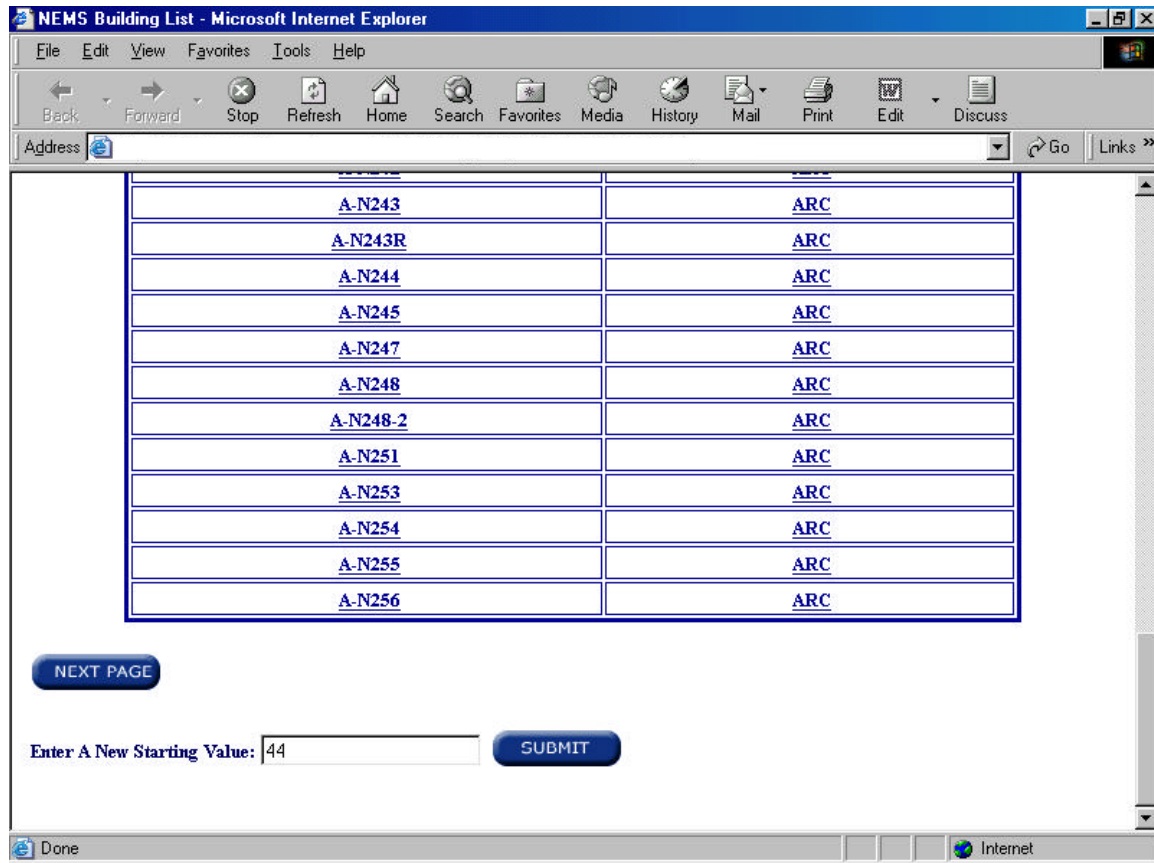
LIST OF BUILDING [MENU](#) [HELP](#) [LOGOFF](#)

BUILDING NUMBER	BUILDING NAME
<a href="#">A-N256</a>	<a href="#">ARC</a>
<a href="#">A-N257</a>	<a href="#">ARC</a>
<a href="#">A-N258</a>	<a href="#">ARC</a>
<a href="#">A-N260</a>	<a href="#">ARC</a>
<a href="#">A-N261</a>	<a href="#">ARC</a>
<a href="#">A-N262</a>	<a href="#">ARC</a>
<a href="#">A-N263</a>	<a href="#">ARC</a>
<a href="#">A-N269</a>	<a href="#">ARC</a>
<a href="#">A-OREGON</a>	<a href="#">ARC/ORE UN</a>
<a href="#">A-TA20</a>	<a href="#">ARC/TRAILE</a>
<a href="#">A-TA23</a>	<a href="#">ARC</a>

 Internet

#### 3.3.1.3.1.1.2 List Buildings – New Starting Value

The list of buildings will be redisplayed starting with the building number (or partial building number) entered in the New Starting Value field.

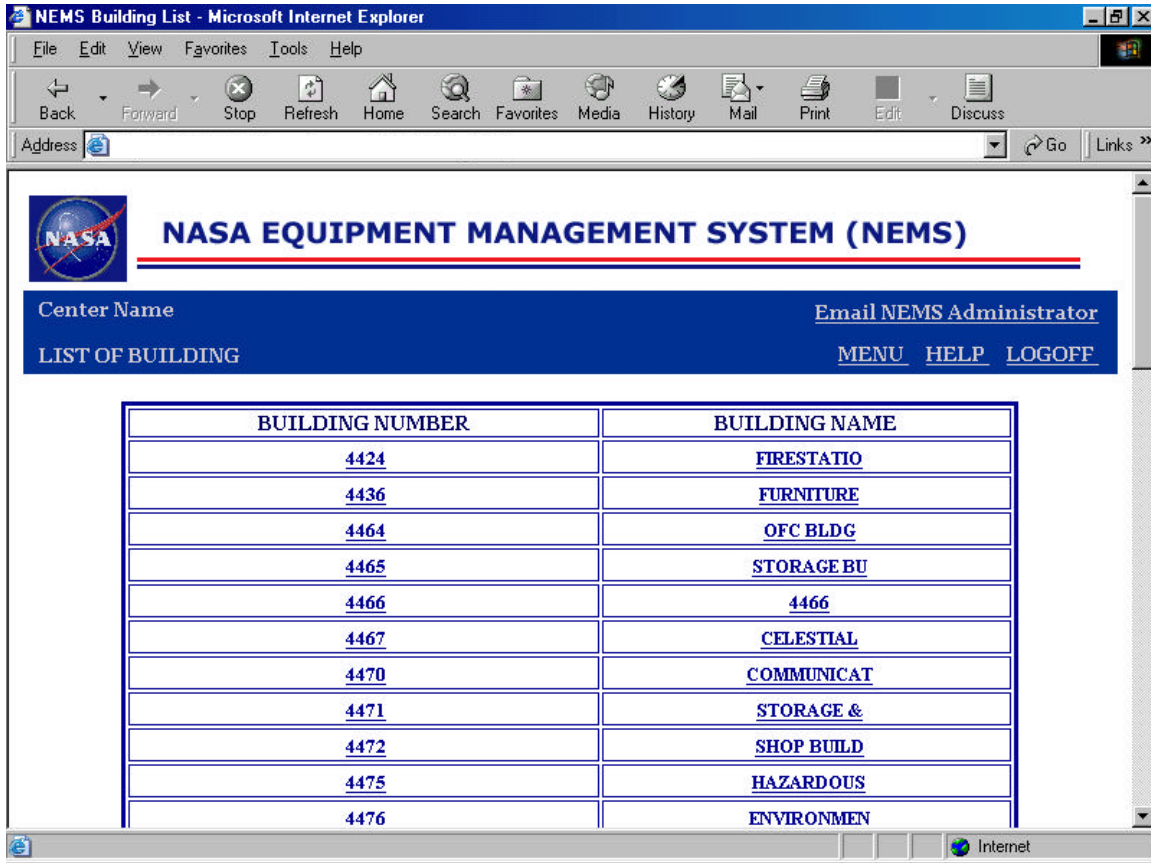


#### T INPUT DATA

- Enter A New Starting Value and click **SUBMIT** button. The list of buildings from NEMS table 102 will be displayed starting with that building entered or with the next building if that one is not available.

#### 3.3.1.3.1.3 List Buildings – Selection

To select a new building for the ECN, click on the building.



#### INPUT DATA

- Click on **Building Number** or **Building Name**.  
The building number will be passed back to the List of Equipment screen in the New Building field.



**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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ECN DETAIL FOR AAAAA [MENU](#) [HELP](#) [LOGOFF](#)

ECN: W900100 Item Name: WEB W900100  
Model Number: MDL W900100 Serial Number: SER W900100  
Building: 4487 Room: Zip Code: 35812

Transfer Pending To: AAAAC, AAAAC

Please Enter:

New Building:  New Room:  -OR- New UserID:

(Enter Starting Value)  (Enter Starting Value)

## INPUT DATA

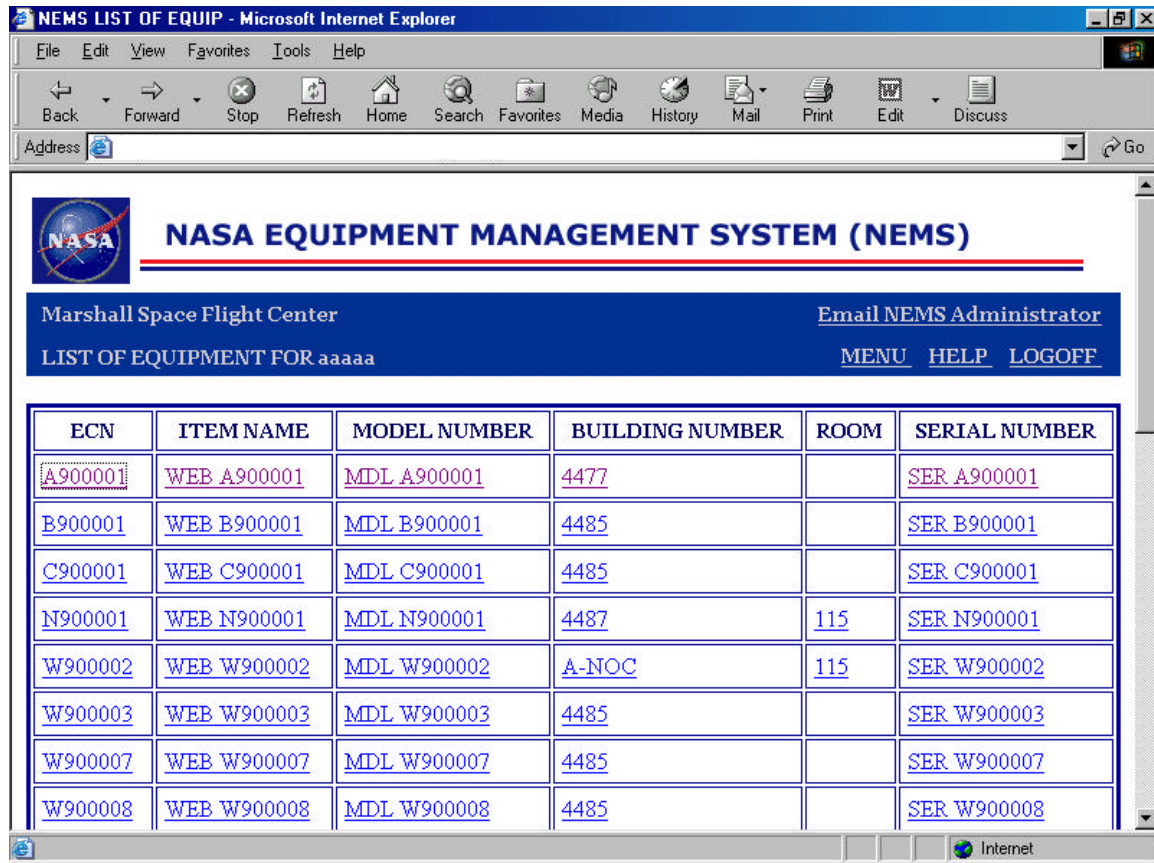
- Click **UPDATE THIS ITEM** button.  
Upon validation of the New Building the building and room fields are updated. The NEMS Web Menu is redisplayed with a message indicating that the ECN was changed.





### 3.3.1.3.2 Update User ID (W31)

The Update User ID (W31) transaction allows a user to transfer a piece of equipment to another user. This transaction is dependent on the new user accepting the transfer.



**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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LIST OF EQUIPMENT FOR aaaaa [MENU](#) [HELP](#) [LOGOFF](#)

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER
<a href="#">A900001</a>	<a href="#">WEB A900001</a>	<a href="#">MDL A900001</a>	<a href="#">4477</a>		<a href="#">SER A900001</a>
<a href="#">B900001</a>	<a href="#">WEB B900001</a>	<a href="#">MDL B900001</a>	<a href="#">4485</a>		<a href="#">SER B900001</a>
<a href="#">C900001</a>	<a href="#">WEB C900001</a>	<a href="#">MDL C900001</a>	<a href="#">4485</a>		<a href="#">SER C900001</a>
<a href="#">N900001</a>	<a href="#">WEB N900001</a>	<a href="#">MDL N900001</a>	<a href="#">4487</a>	<a href="#">115</a>	<a href="#">SER N900001</a>
<a href="#">W900002</a>	<a href="#">WEB W900002</a>	<a href="#">MDL W900002</a>	<a href="#">A-NOC</a>	<a href="#">115</a>	<a href="#">SER W900002</a>
<a href="#">W900003</a>	<a href="#">WEB W900003</a>	<a href="#">MDL W900003</a>	<a href="#">4485</a>		<a href="#">SER W900003</a>
<a href="#">W900007</a>	<a href="#">WEB W900007</a>	<a href="#">MDL W900007</a>	<a href="#">4485</a>		<a href="#">SER W900007</a>
<a href="#">W900008</a>	<a href="#">WEB W900008</a>	<a href="#">MDL W900008</a>	<a href="#">4485</a>		<a href="#">SER W900008</a>

NEMS ECN LIST - Microsoft Internet Explorer

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**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Marshall Space Flight Center [Email NEMS Administrator](#)

ECN DETAIL FOR AAAAA [MENU](#) [HELP](#) [LOGOFF](#)

ECN: A900001 Item Name: WEB A900001  
Model Number: MDL A900001 Serial Number: SER A900001  
Building: 4477 Room: Zip Code: 35812

Transfer Pending To: TEST NAME

Please Enter:

New Building:  New Room:  -OR- New UserID:

List Bldgs (Enter Starting Value) List Users (Enter Starting Value)

UPDATE THIS ITEM

Done Internet

## INPUT DATA

- New Building Must not be entered for transaction W31
- New Room Must not be entered for Transaction W31
- New User ID Required
- If the user clicks on the **List Users** button, a list of Users from NEMS table 090 will be displayed. If a value is entered in the New User ID field the list will start from that User ID or the next User ID if that one is not available.

### 3.3.1.3.2.1 List Web User IDs

The List Web User IDs screen will display the Web User IDs in NEMS table 090. Up to 50 User IDs can be displayed at one time.

**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

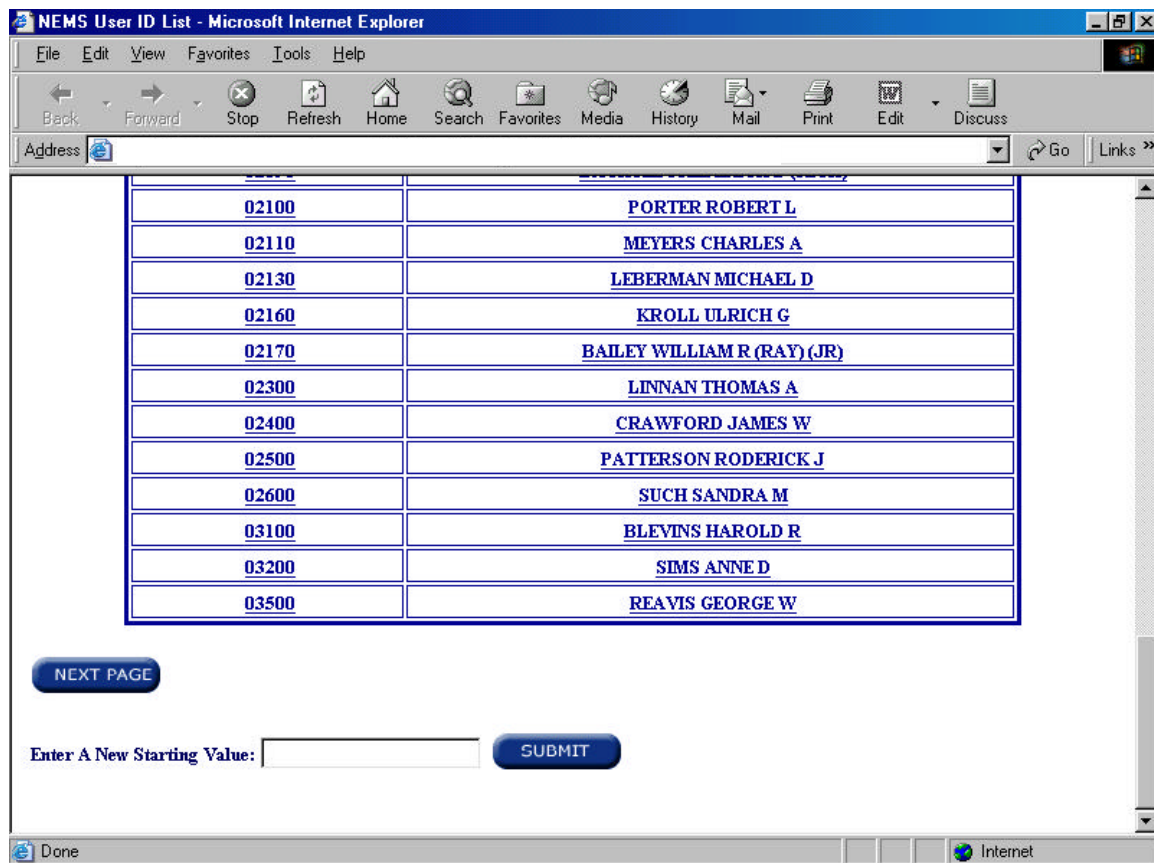
Center Name [Email NEMS Administrator](#)

**LIST OF USERS** [HELP](#) [CLOSE](#)

User ID	User Name
<a href="#">AAAAA</a>	<a href="#">AAAAA, AAAAA</a>
<a href="#">AAAAC</a>	<a href="#">AAAAC, AAAAC</a>
<a href="#">MSGGGGG</a>	<a href="#">TEST NAME</a>
<a href="#">MSJOC</a>	<a href="#">NEAL CANTRELL</a>
<a href="#">MSJOCA</a>	<a href="#">TEST</a>
<a href="#">MSXXXXXX</a>	<a href="#">TEST NAME</a>
<a href="#">WEBQQQQQ</a>	<a href="#">UNAME</a>
<a href="#">WEBQQQQQ</a>	<a href="#">UNAME</a>
<a href="#">WEBQQQQQ</a>	<a href="#">NAME</a>
<a href="#">WEBUUUUU</a>	<a href="#">NAME</a>
<a href="#">WEBVVVVV</a>	<a href="#">AAAA NAME</a>

#### 3.3.1.3.2.1.1 List User IDs – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more User IDs remain to be displayed. The **NEXT PAGE** button will allow the user to display the next page of User IDs. The user will also have the opportunity to enter a User ID from which to start the list of User IDs.



### INPUT DATA

- If the user clicks on the **NEXT PAGE** button, the next page of User IDs from NEMS table 090 will be displayed.

The list of User IDs will be redisplayed starting with the last User ID from the previous page.

**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Center Name [Email NEMS Administrator](#)

**LIST OF USERS** [HELP](#) [CLOSE](#)

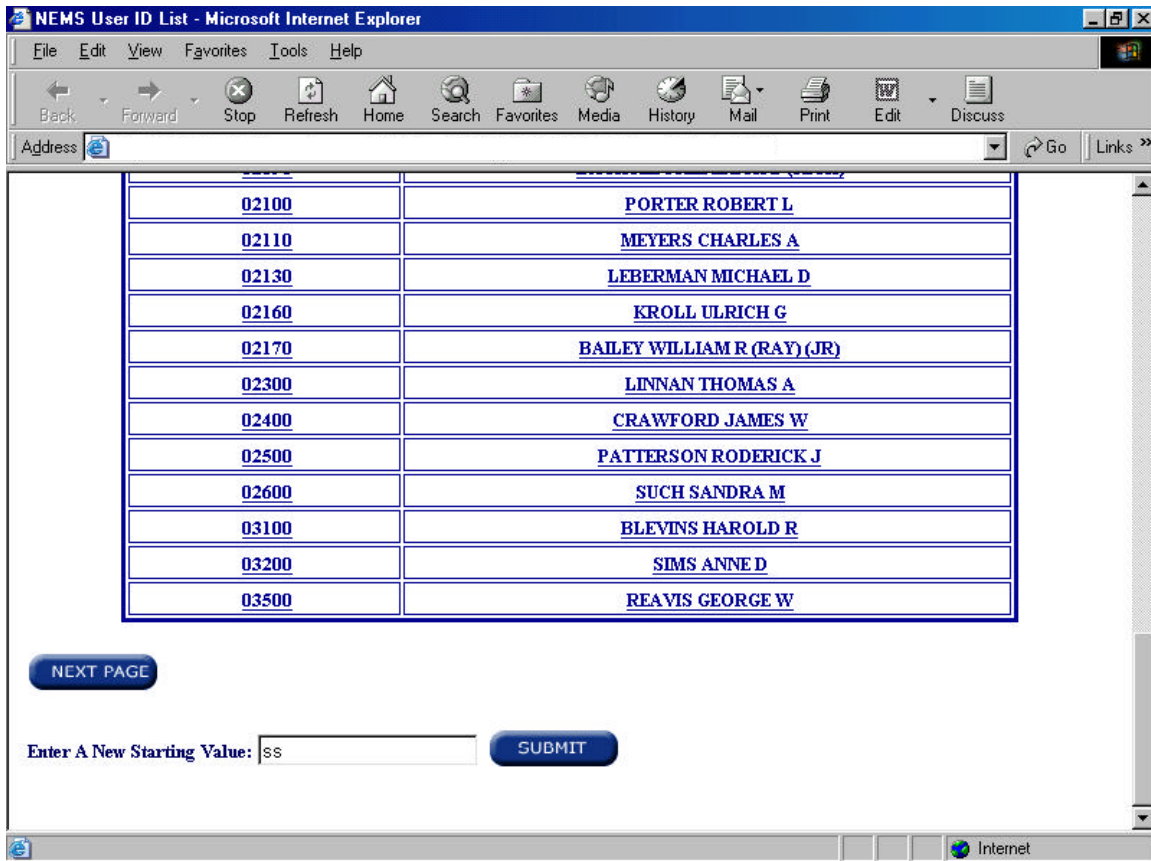
User ID	User Name
<a href="#">03500</a>	<a href="#">REAVIS GEORGE W</a>
<a href="#">03900</a>	<a href="#">PRUITT JIMMY R</a>
<a href="#">04300</a>	<a href="#">PETTY ESTHER A</a>
<a href="#">05200</a>	<a href="#">BECK EVA CAROL</a>
<a href="#">05300</a>	<a href="#">HUGHES-STINNETT ETHEL</a>
<a href="#">05400</a>	<a href="#">THORNTON SHIRLEY F</a>
<a href="#">05600</a>	<a href="#">CARTER RUBY B</a>
<a href="#">05700</a>	<a href="#">BEDDINGFIELD SHELBY J</a>

Enter A New Starting Value:

javascript:self.close() Internet

### 3.3.1.3.2.1.2 List User IDs – New Starting Value

The list of User IDs will be redisplayed starting with the User ID (or partial User ID) entered in the New Starting Value field.



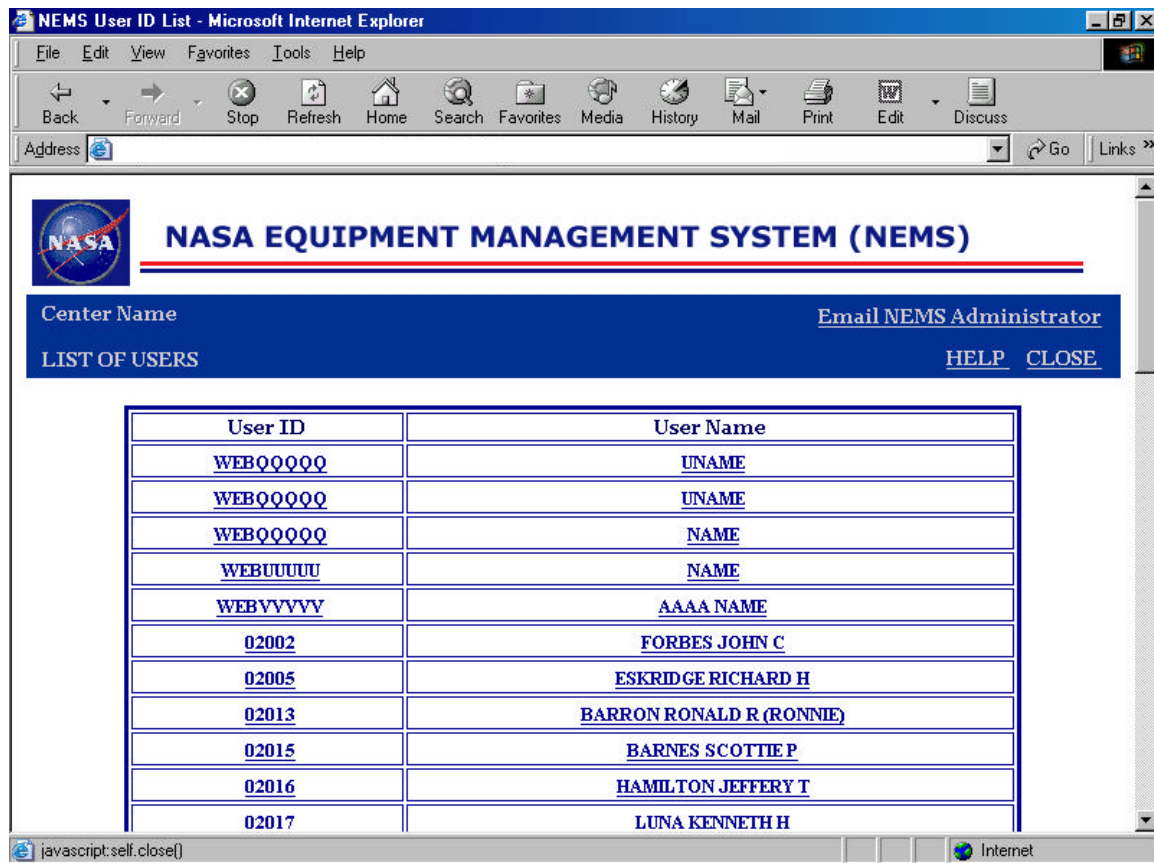
### INPUT DATA

- Enter A New Starting Value and click the **SUBMIT** button. The list of User IDs from NEMS table 090 will be displayed starting with the User ID entered or with the next User ID if that one is not available.



### 3.3.1.3.2.1.3 List User IDs – Selection

To select a new User ID for the piece of equipment, click on the User ID.



## INPUT DATA

- Click on User ID or User Name.  
The User ID will be passed back to the List of Equipment screen in the New User ID field.




**NEMS ECN LIST - Microsoft Internet Explorer**

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 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

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ECN DETAIL FOR AAAAAA [MENU](#) [HELP](#) [LOGOFF](#)

ECN: A900001 Item Name: WEB A900001  
Model Number: MDL A900001 Serial Number: SER A900001  
Building: 4477 Room: Zip Code: 35812


Transfer Pending To: TEST NAME

Please Enter:

New Building:  New Room:  -OR- New UserID:

(Enter Starting Value)  (Enter Starting Value)

---

 Internet

## INPUT DATA

- Click **UPDATE THIS ITEM** button.  
Upon validation of the new User ID, the ECN is added to the pending file for approval by the new user. The NEMS Web Menu is displayed with a message indicating that the transaction was successfully completed and an email notification has been sent to the new user.



### 3.3.1.4 View List of Equipment Assigned to You –Transferred

If the transfer has not been approved, then the next time the list of equipment is displayed there will be a message on that piece of equipment notifying the user who the equipment was transferred to.

**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Marshall Space Flight Center [Email NEMS Administrator](#)

ECN DETAIL FOR MSJOC [MENU](#) [HELP](#) [LOGOFF](#)

ECN: J042405 Item Name: 22323  
Model Number: 123323 Serial Number: 000023323  
Building: 4485 Room: Zip Code: 35812

Transfer Pending To: JULIA REYNOLDS

Please Enter:

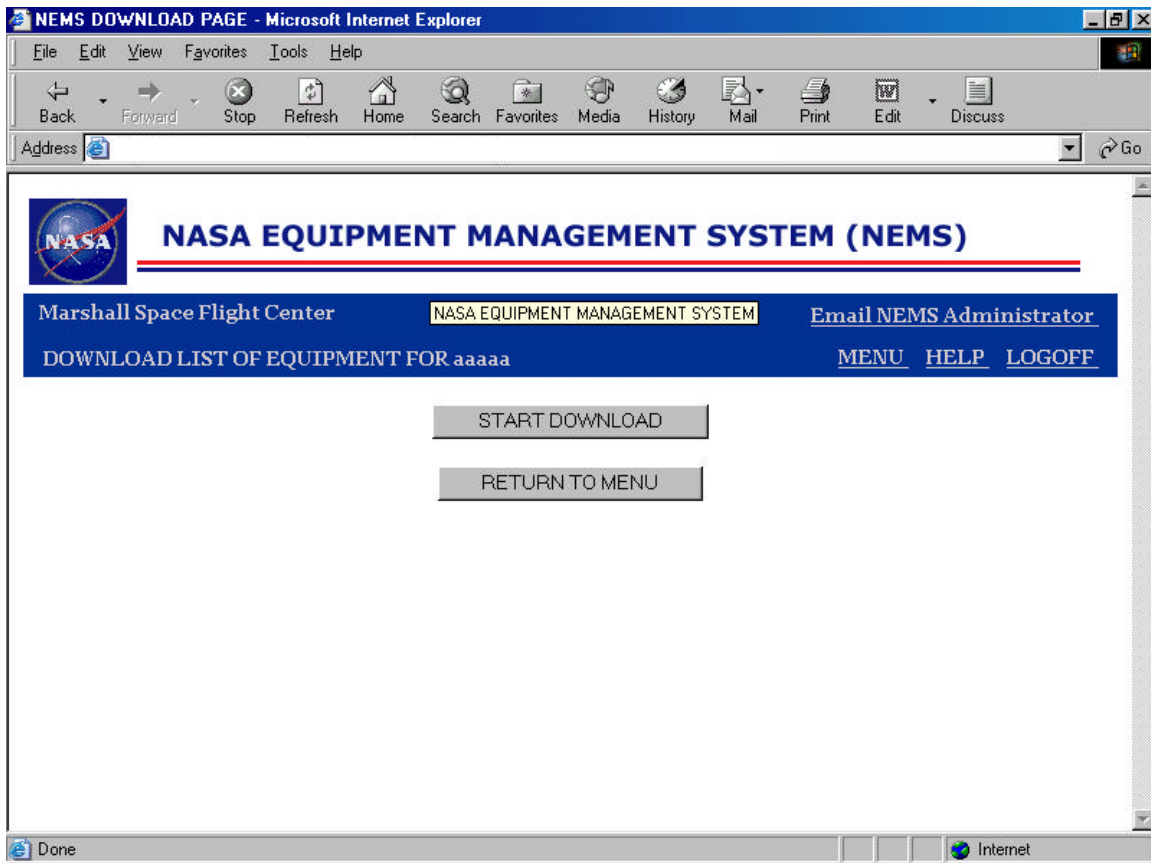
New Building:  New Room:  -OR- New UserID:

(Enter Starting Value)  (Enter Starting Value)

If the transfer is approved, the ECN is removed from the current user's list.

### 3.3.2 Download List Of Equipment Assigned To You

The Download List of Equipment Assigned To You will allow a user to download the list of equipment assigned to them.



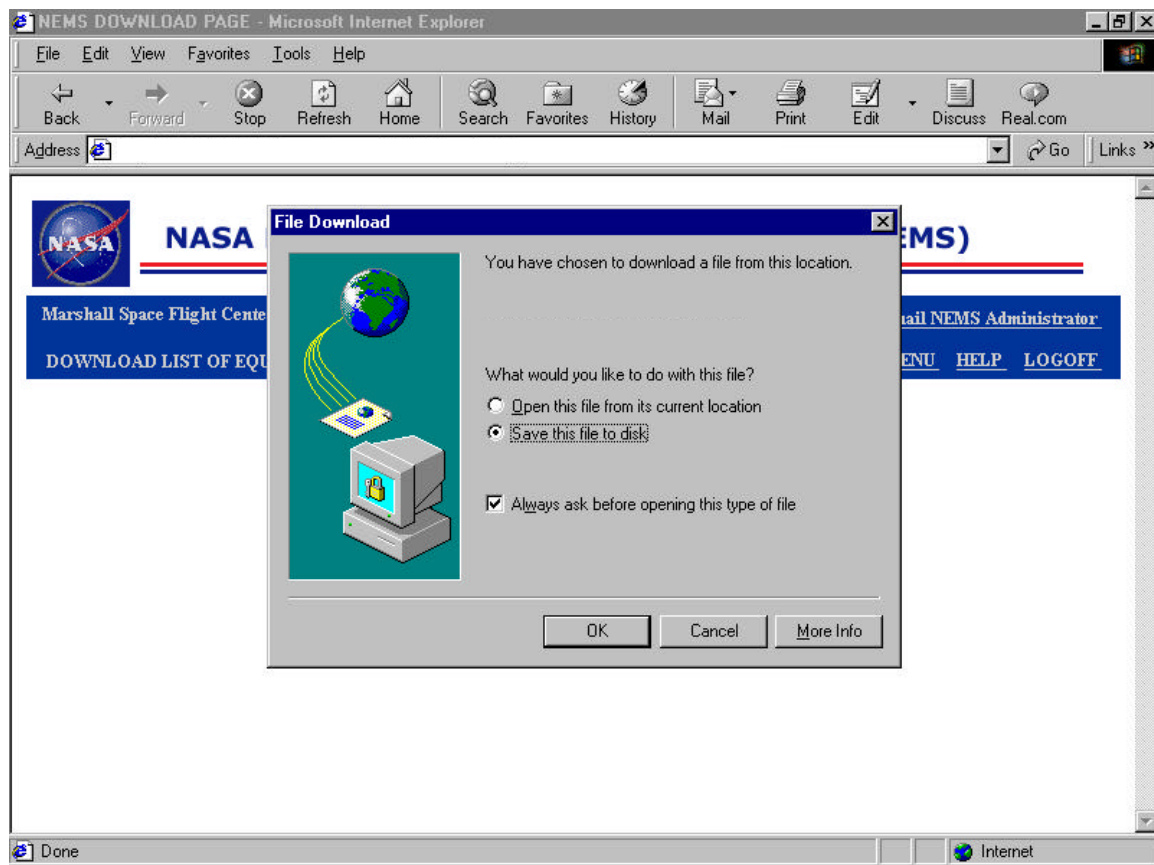
#### INPUT DATA

- If the User clicks on the **START DOWNLOAD** button, a dialog box for downloading the file is displayed.
- If the User clicks on the **RETURN TO MENU** button, the NEMS Web Menu is redisplayed.

### 3.3.2.1 Download List of Equipment – Start Download

Select Start Download on the Download List of Equipment for user to start the download process. This example of the download is using Microsoft Explorer 5.0.

After the download has started, a dialog box will be displayed asking the user what they would like to do with this file. If the Open this file from its current location is chosen, a spreadsheet with the equipment list will be opened. If the Save this file to disk is chosen, the file is saved to a specified location.



## INPUT DATA

- Click on either of the following options:
  - Open this file from its current location
  - Save this file to disk
- Click the **OK** button.
- Click on the **Cancel** button. This will cancel the download of the user's equipment.

### 3.3.2.2 Download List of Equipment – Open

Select Open this file from its current location on the File Download dialog box to open the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L
	ITEM_NAME	ECN	MODEL	SERIAL	BUILDING	ROOM	ZIP					
1	NO81700	NO81700	NO81700	NO81700	4485		35812					
2	LLL0L	JO41703	1113322	122333	4485		35812					
3	22323	JO42405	123323	23323	4485		35812					
4	12332	JO42407	12323	1000233	4485		35812					
5	23231	JO42408	122323	132333	4485		35812					
6	1225	JO42409	12233	1223	4485		35812					
7	122323	JO42410	1223	1000	4485		35812					
8	1222	JO42411	12233	1333	4487		35812					
9	1233	JO42412	1233J	152221	4485		35812					
10	213333	JO42413	122323	1000	4485		55812					
11	121221	JO42414	12233233	12233	4485		35812					
12	12123	JO42415	12233	12233	4485		35812					
13	1223323	JO42416	12202233	1223321	4485		35812					
14	12213	JO42418	122332	1000	4485		35812					
15	1000	JO42420	122332	1000	4485		35812					
16	INVENTOF	JO50801	12356	1111220	4485		35812					
17	INVENTOF	JO50902	123	223	4485		35812					
18	INVENTOF	JO50903	12232	12233	4485		35812					
19	INVENTOF	JO50904	1232	1123	4485		35812					
20	INVENTOF	JO50905	12323	123	4486		35812					
21	INVENTOF	JO50906	123	1233	4486		35812					
22	INVENTOF	JO50907	100	12356	4485		35812					
23	INVENTOF	JO50908	1233	13	4485		35812					
24	INVENTOF	JO50909	12332	1233	4485		35812					

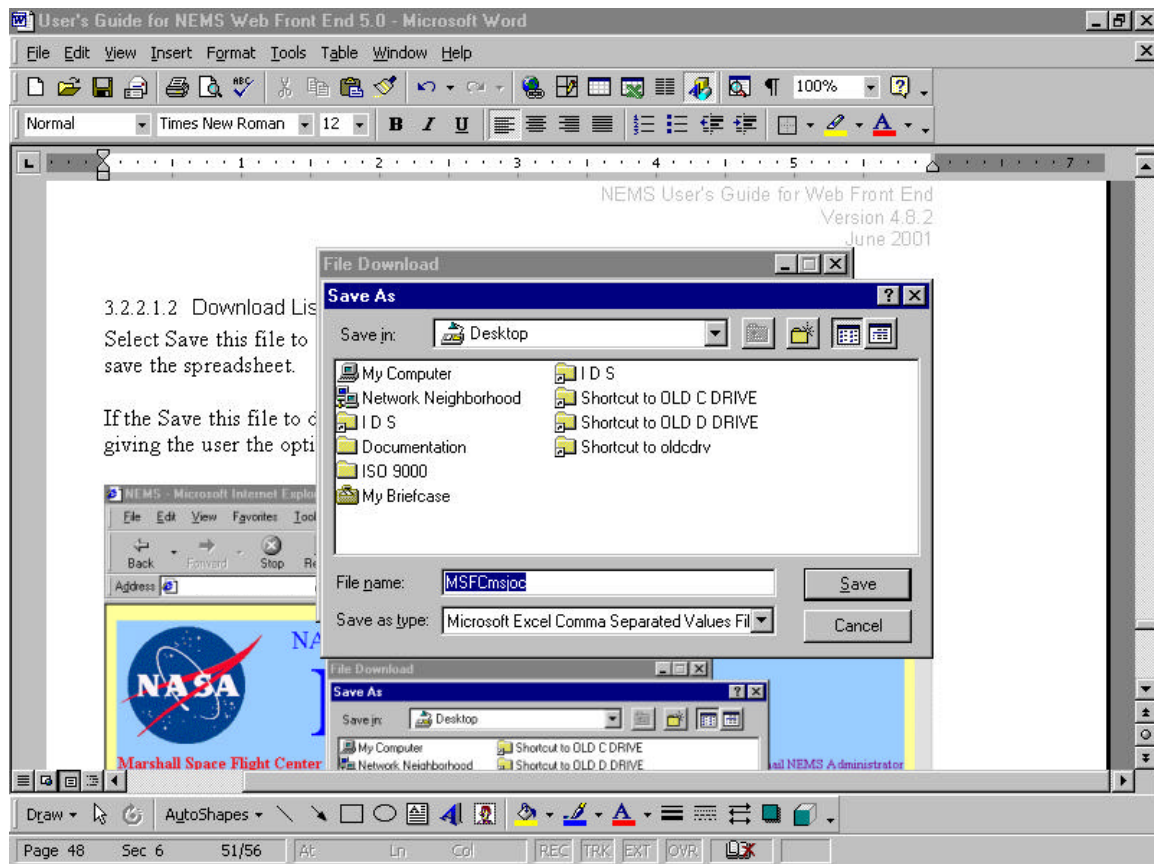
To save this file, the user must select File, and then select SAVE AS. The user must select the location in which to save the file.



### 3.3.2.3 Download List of Equipment – Save

Select Save this file to disk from its current location on the File Download dialog box to save the spreadsheet.

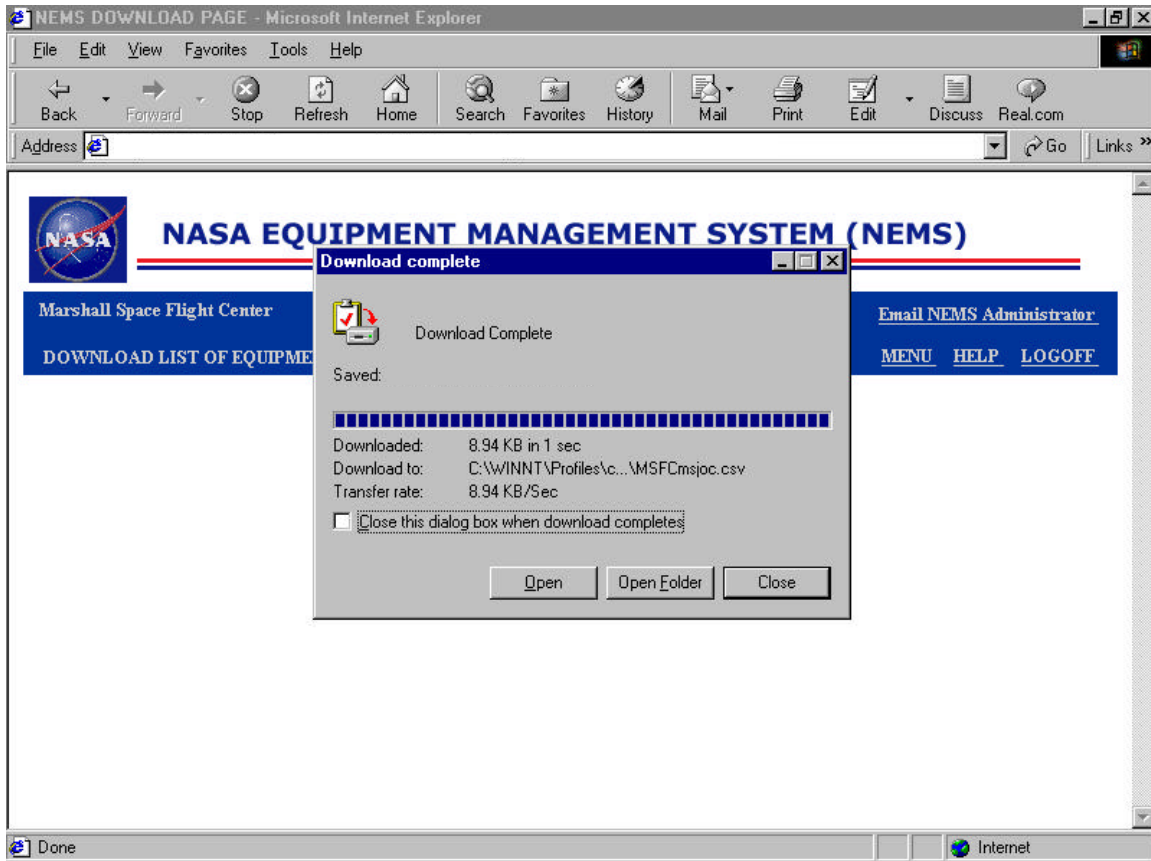
If the Save this file to disk option is chosen, then another dialog box will be displayed giving the user the option of where to store the file.



## INPUT DATA

- Save in: The directory where the file is saved.
- File name: The name of the file.
- Click on the **Save** button. This will save the downloaded equipment file in the location chosen by the user.
- Click on the **Cancel** button. This will cancel the download of the user's equipment.

After clicking on the OK button, the equipment will be downloaded to the desired location. When the download has completed a dialog box will be displayed informing the user that the download has completed.



## INPUT DATA

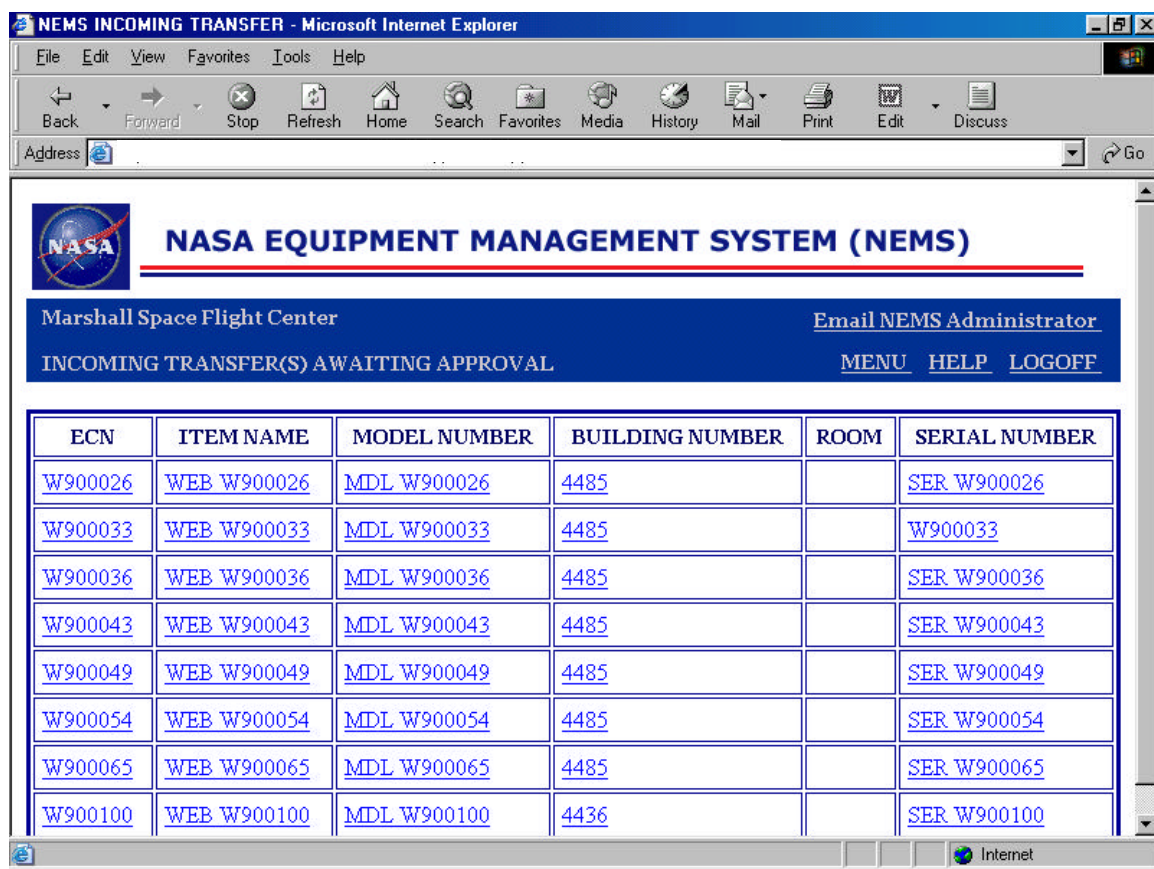
- Click on one of the following buttons:
  - **Open** Opens the file.
  - **Open Folder** Opens the folder that contains the file.
  - **Close** Closes the dialog box.



### 3.3.3 View Incoming Transfer(s) Awaiting Approval

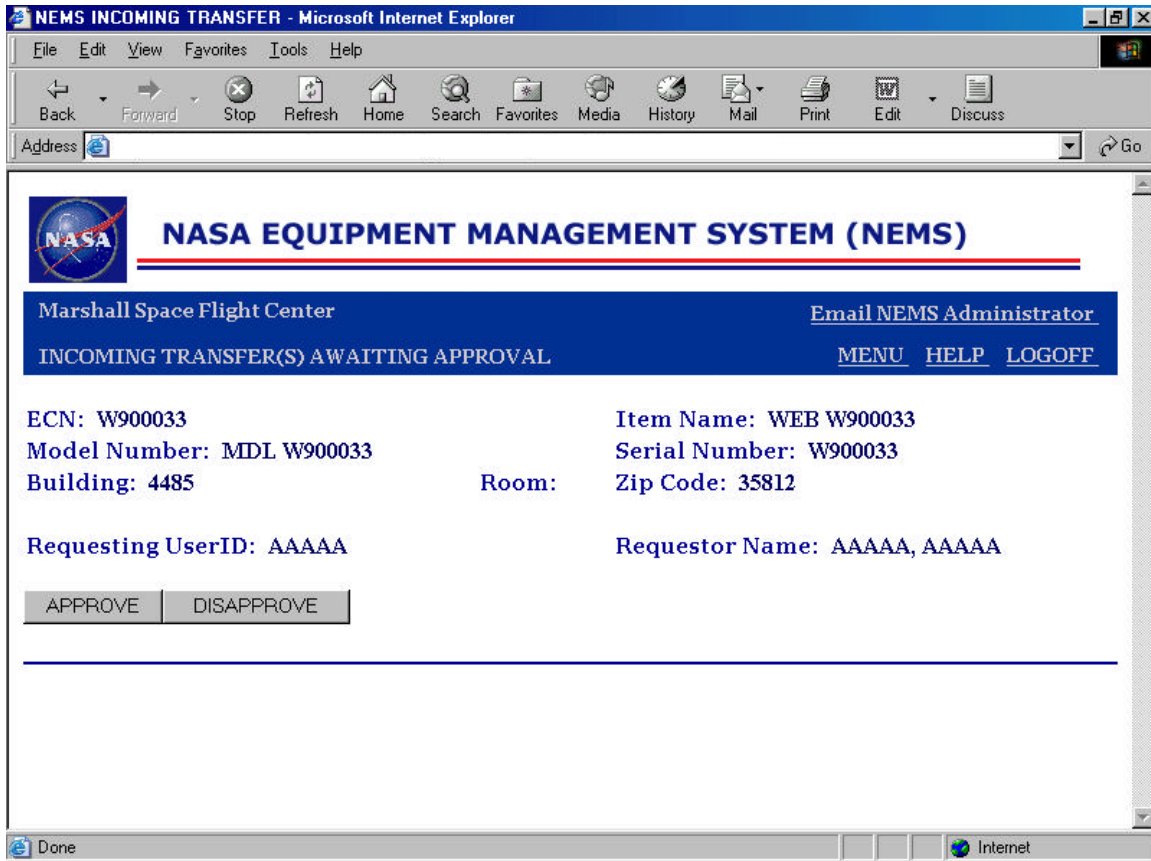
Select View Incoming Transfer(s) Awaiting Approval on the NEMS Web Menu to display the list of transfers awaiting approval by the user.

The ECN, Item Name, Model Number, Building Number, Room, and Serial Number is displayed for each piece of equipment that is waiting approval to be transferred to them. To see more detail about any piece of equipment and to approve or disapprove the transfer, click any field on that line.



ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER
<a href="#">W900026</a>	<a href="#">WEB W900026</a>	<a href="#">MDL W900026</a>	<a href="#">4485</a>		<a href="#">SER W900026</a>
<a href="#">W900033</a>	<a href="#">WEB W900033</a>	<a href="#">MDL W900033</a>	<a href="#">4485</a>		<a href="#">W900033</a>
<a href="#">W900036</a>	<a href="#">WEB W900036</a>	<a href="#">MDL W900036</a>	<a href="#">4485</a>		<a href="#">SER W900036</a>
<a href="#">W900043</a>	<a href="#">WEB W900043</a>	<a href="#">MDL W900043</a>	<a href="#">4485</a>		<a href="#">SER W900043</a>
<a href="#">W900049</a>	<a href="#">WEB W900049</a>	<a href="#">MDL W900049</a>	<a href="#">4485</a>		<a href="#">SER W900049</a>
<a href="#">W900054</a>	<a href="#">WEB W900054</a>	<a href="#">MDL W900054</a>	<a href="#">4485</a>		<a href="#">SER W900054</a>
<a href="#">W900065</a>	<a href="#">WEB W900065</a>	<a href="#">MDL W900065</a>	<a href="#">4485</a>		<a href="#">SER W900065</a>
<a href="#">W900100</a>	<a href="#">WEB W900100</a>	<a href="#">MDL W900100</a>	<a href="#">4436</a>		<a href="#">SER W900100</a>

The View Incoming Transfer(s) Awaiting Approval allows the user to see what equipment is waiting approval to be transferred to them. The user has the option to approve the transfer or to disapprove the transfer.



## INPUT DATA

- Click one of the following buttons:
  - **Approve** – accepts the transfer
  - **Disapprove** – rejects the transfer

### 3.3.3.1 View Incoming Transfer(s) Awaiting Approval – Approve

Click the Approve button on the Incoming Transfer(s) Awaiting Approval screen to accept the transfer.

If the transfer is approved, then the NEMS Web Menu is displayed with a message indicating the ECN was changed. The approved equipment is officially transferred to the approving user.



### 3.3.3.2 View Incoming Transfer(s) Awaiting Approval – Disapprove

Click the Disapprove button on the Incoming Transfer(s) Awaiting Approval screen to reject the transfer.

If the transfer is disapproved, a comment box will be displayed for entry of the reason why the transfer was rejected.

The screenshot shows a web browser window titled "NEMS INCOMING TRANSFER - Microsoft Internet Explorer". An "Explorer User Prompt" dialog box is open, with the text "Script Prompt: Enter the reason for disapproval:" and buttons for "OK" and "Cancel". The background page is the "NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)" interface. It features a NASA logo and the text "Marshall Space Flight Center". The main heading is "INCOMING TRANSFER(S) AWAITING APPROVAL". There are links for "Email NEMS Administrator", "MENU", "HELP", and "LOGOFF". The page displays the following information:

ECN: W900043	Item Name: WEB W900043
Model Number: MDL W900043	Serial Number: SER W900043
Building: 4485	Room: Zip Code: 35812
Requesting UserID: AAAAA	Requestor Name: AAAAA, AAAAA

At the bottom, there are two buttons: "APPROVE" and "DISAPPROVE".

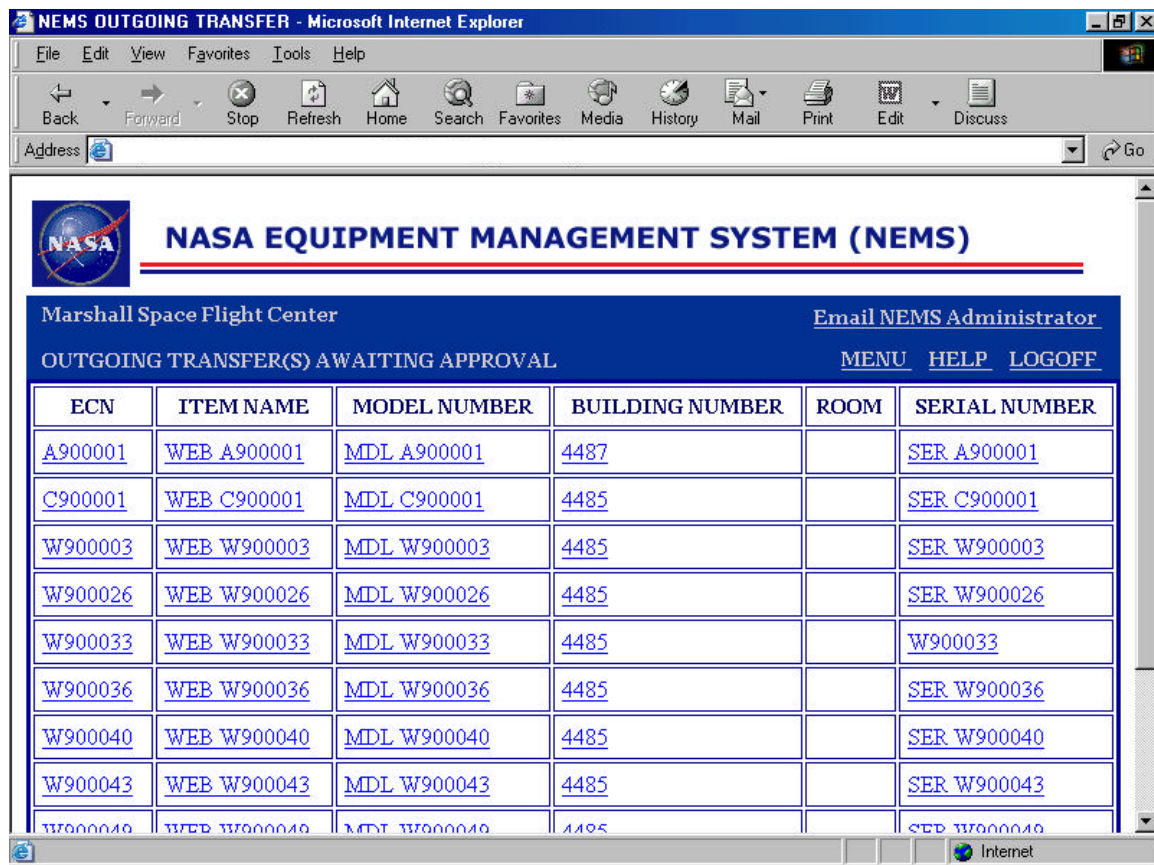
### INPUT DATA

- Enter the reason for disapproval: required
- Click on the **OK** button to confirm reason.
- Click on the **Cancel** button to cancel the rejection.

### 3.3.4 View Outgoing Transfer(s) Awaiting Approval

Select View Outgoing Transactions Awaiting Approval on the NEMS Web Menu to display the list of outgoing transfers awaiting approval.

The View Outgoing Transfer(s) Awaiting Approval option displays the ECN, Item Name, Model Number, Building Number, Room, and Serial Number for transactions awaiting approval from another user. To see more detail about any piece of equipment click any field on that line.



**NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Marshall Space Flight Center [Email NEMS Administrator](#)

**OUTGOING TRANSFER(S) AWAITING APPROVAL** [MENU](#) [HELP](#) [LOGOFF](#)

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER
<a href="#">A900001</a>	<a href="#">WEB A900001</a>	<a href="#">MDL A900001</a>	<a href="#">4487</a>		<a href="#">SER A900001</a>
<a href="#">C900001</a>	<a href="#">WEB C900001</a>	<a href="#">MDL C900001</a>	<a href="#">4485</a>		<a href="#">SER C900001</a>
<a href="#">W900003</a>	<a href="#">WEB W900003</a>	<a href="#">MDL W900003</a>	<a href="#">4485</a>		<a href="#">SER W900003</a>
<a href="#">W900026</a>	<a href="#">WEB W900026</a>	<a href="#">MDL W900026</a>	<a href="#">4485</a>		<a href="#">SER W900026</a>
<a href="#">W900033</a>	<a href="#">WEB W900033</a>	<a href="#">MDL W900033</a>	<a href="#">4485</a>		<a href="#">W900033</a>
<a href="#">W900036</a>	<a href="#">WEB W900036</a>	<a href="#">MDL W900036</a>	<a href="#">4485</a>		<a href="#">SER W900036</a>
<a href="#">W900040</a>	<a href="#">WEB W900040</a>	<a href="#">MDL W900040</a>	<a href="#">4485</a>		<a href="#">SER W900040</a>
<a href="#">W900043</a>	<a href="#">WEB W900043</a>	<a href="#">MDL W900043</a>	<a href="#">4485</a>		<a href="#">SER W900043</a>
<a href="#">W900049</a>	<a href="#">WEB W900049</a>	<a href="#">MDL W900049</a>	<a href="#">4485</a>		<a href="#">SER W900049</a>

The detail for the selected piece of equipment is displayed.

